

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
Thursday, May 8, 2025
7:30 p.m.
Westborough Water District Office
2263 Westborough Boulevard, South San Francisco

1. ROLL CALL:

2. PLEDGE OF ALLEGIANCE:

3. CONSENT CALENDAR:

All items listed under the Consent Calendar are approved by a single motion of the Board. A Board member may request removal of any item for discussion and separate action:

A. Approval of Minutes:

1. Regular Meeting of April 10, 2025.
2. Special Meeting of April 17, 2025.

B. Accountant's Report for Period Ending March 31, 2025.

C. Investment Report for Period Ending April 30, 2025.

D. Claims Register for April 30, 2025.

4. PUBLIC COMMENT:

Members of the public are invited to participate during the public comment period or when an item on the agenda is introduced. Anyone wishing to speak should, after the recognition, give their name and address, speak clearly, and direct their remarks only to the Board. Please limit your remarks to no more than five (5) minutes. Items not on the agenda may be referred to Staff for consideration at a later date.

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Receive Water Capital Improvement Update.

B. Approve Resolution 685, Adopting Categorical Exemption for the Skyline Tank No. 3 Structural Retrofit.

REGULAR MEETING OF THE BOARD OF DIRECTORS

May 8, 2025

Page 2 of 2

- C. Approve Resolution 686, Awarding Contract to Euro Style Management in the amount of \$2,417,594.00 for the Skyline Tank No. 3 Structural Retrofit.
 - D. Review/Approve Proposal for the Installation of Replacement Controllers and VFD Upgrade for the Westborough Lift Station in the amount of \$282,615.
 - E. Review/Approve Proposal for the Telemetry and SCADA Upgrade for the Westborough Lift Station in the amount of \$18,250.
 - F. Computer Fraud Incident.
- 7. WRITTEN COMMUNICATIONS:** None
- 8. ATTORNEY'S REPORT:**
- 9. GENERAL MANAGER'S REPORT:**
- A. Report on District's Water Conservation for April 2025.
 - B. Update on Field Supervisor Job Position.
- 10. ITEMS FROM BOARD OF DIRECTORS:**
- 11. CLOSED SESSION:** None
- 12. ADJOURNMENT:**

Upon request, the Westborough Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the auxiliary aid or service at least 3 days before the meeting. Request should be sent to Westborough Water District at 2263 Westborough Boulevard, South San Francisco, CA 94080, or email wwd@westboroughwater.org. Availability of Public Records: all public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Acts, that are distributed to a majority of the legislative body will be available for public inspection at 2263 Westborough Boulevard, South San Francisco, CA 94080, at the same time that the public records are distributed or made available to the legislative body.

**MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS**

Thursday, April 10, 2025

The meeting was called to order at 7:30 p.m.

1. ROLL CALL:

Directors Present: Perry Bautista
Tom Chambers
Janet Medina
Julie Richards
Don Amuzie

Staff Present: Michael Conneran, Attorney
Wendy Bellinger, Office Supervisor
Patricia Mairena, General Manager

Visitors Present: Sergio Medina

2. PLEDGE OF ALLEGIANCE: Led by Director Bautista.

3. CONSENT CALENDAR:

President Amuzie presented the Consent Calendar.

Director Chambers moved to approve the Consent Calendar as written, seconded by Director Medina.

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. ACWA Election Process for 2026-2027 Board Officers' and Region Board Members Election and Authorization to Complete Authorized Voting Representative Form.

General Manager Mairena mentioned she had received the request that was included with the board packet, and she stated that ACWA planned to combine the election process for the president and vice president with voting for the region board members into a single election. General Manager Mairena stated that ACWA was requesting the Board to designate one voting representative and to complete and return the Authorized Voting Representative Form by June 20, 2025, and mentioned that in past years, the Board had usually nominated the President of the Board to be their Authorized Voting Representative.

Director Chambers commented that since President Amuzie attended the ACWA conferences, he should be named as the Authorized Voting Representative for the District.

Director Chambers moved to Authorize President Amuzie to Complete the Authorized Voting Representative Form, seconded by Director Medina.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT: None

9. GENERAL MANAGER'S REPORT:

A. Report on District's Water Conservation for March 2025.

General Manager Mairena mentioned that the report was not included with the original board packet, but she had added it to the revised board packet she sent earlier today. General Manager Mairena displayed the comparison chart of water use and reported that water consumption for March 2025 was lower in comparison to the base period SFPUC is using for comparison or 2020-2021 which was most likely due to conservation efforts for the January-February measuring period for sewer charges lingering, as customers continue to conserve after the base period.

Three of Five

Minutes of the Regular Meeting of the Board of Directors

Thursday, April 10, 2025

General Manager Mairena asked if there were any questions.

Director Chambers asked if there was any word on the Skyline Tank No. 3 Project bids. General Manager Mairena replied that the closing date for the bids was April 15th. General Manager Mairena mentioned that the District held a mandatory pre-bid meeting on April 1st, with several contractors present, and mentioned that the opening date for the bids is scheduled for April 15th with the awarding of the contract at the May 10th board meeting. Director Chambers asked what is going to be done about the tariffs on steel. Attorney Conneran replied that the engineers were going to wait and see what the bids were and that if the bids were too high, the Board did not have to award.

Director Chambers also asked about the District negative losses and the outcome of the reporting. General Manager Mairena replied that they were still investigating, but nothing had been found as of yet, and that this year's report showed only a tiny water loss. General Manager Mairena mentioned that staff had just found out that North Coast County WD was not reading their Christen Hill meters. General Manager Mairena also mentioned that when she prepares the monthly SAFER report to the State, she reports how much water was taken out of the Christen Hill tank and how much water was put back in, so the result was a net amount that could be either positive or negative.

B. Additional Item: Rowntree LS Stairway.

General Manager Mairena stated that the contractor, who had been awarded the project for the Rowntree LS Stairway upgrade had disassociated from his partner at Coastline Construction, and since he had been the one who provided the quote, he would not be able to work on the project. General Manager Mairena mentioned that she had consulted with Attorney Conneran as to how to proceed with the project, and was told to come back to the Board.

Attorney Conneran explained that the Board would need to rescind the award to that contractor and award it to another contractor. Attorney Conneran stated that the number two contractor's bid would need to include a bond, as this was mandatory for public works contracts over \$25,000. General Manager Mairena stated that she could request an updated bid from that contractor that included the bond. Attorney Conneran replied that if the bid amount was too high, the Board could decide to get more bids.

President Amuzie requested clarification on what the bond's use was. Attorney Conneran examined in detail the purposes of the bonds.

Four of Five

Minutes of the Regular Meeting of the Board of Directors

Thursday, April 10, 2025

Attorney Conneran stated he will be preparing the agreement for the second contractor and General Manager Mairena could inform them that the Board was ready to grant the contract to them, pending their ability to obtain the required bond.

C. Additional Item: Sewer System Management Plan (SSMP).

General Manager Mairena stated she recently became aware that the District needed to start working on the Sewer System Management Plan (SSMP), which has to be filed with the State every six years, and the last one prepared was in 2021, but it was overdue when it was filed, and the next report will be due in 2025. General Manager Mairena mentioned that so far, she had received one proposal, and the consultant who worked on the last SSMP was not available to prepare the updated plan due to already making seven other commitments. General Manager Mairena also mentioned that the consultant who submitted the bid had recommended that work started right away and no later than early May, so she suggested the Board scheduled a special meeting to review the bids, as it would take some time after approval to get an agreement in place. General Manager Mairena will email the Board with some possible dates for the special meeting.

D. Additional Item: Cross-Connection Plan.

General Manager Mairena stated that she will also be adding to the special meeting agenda a proposal to prepare the District's Cross Connection Plan, as it also had an upcoming filing deadline with the State of July 1st.

President Amuzie asked for additional information on what a Cross Connection Plan was. General Manager Mairena replied that the purpose was to protect the District's water supply in the event there was any cross contamination. Attorney Conneran mentioned that this would be the District's plan as to how to enforce customers' installation of backflow devices. Attorney Conneran provided an example of how untreated water could be siphoned back into the potable water supply.

General Manager Mairena told the Board that the District was now required to have someone on staff who was certified as a cross-connection specialist, and on-call worker Louie was now fully certified, and both employees Armstrong and Arias had taken a backflow device tester course, which was the pre-requisite to become a cross-connection specialist. General Manager Mairena explained that previously the District fell under the County San Mateo's plan, and they were in charge of everything, but now, the State was requiring every water district to have their own plan, and their own cross-connection specialist who would respond within the

Five of Five
Minutes of the Regular Meeting of the Board of Directors
Thursday, April 10, 2025

hour to any cross-connection incidents.

Director Bautista commented on the HOAs, and their backflow devices that are tested.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting of March 20, 2025 (Chambers).

Director Chambers mentioned his written report was included with the packet, and proceeded to review it with Board.

11. CLOSED SESSION: None

12. ADJOURNMENT:

Without objection, President Amuzie adjourned the meeting.

Time 8:01 p.m.

Secretary

President

Date

**MINUTES OF THE SPECIAL MEETING
OF THE
BOARD OF DIRECTORS**

Thursday, April 17, 2025

The meeting was called to order at 7:30 p.m.

1. Roll Call.

Directors Present: Perry Bautista
Tom Chambers
Janet Medina
Julie Richards
Don Amuzie

Staff Present: Michael Conneran, Attorney (via Zoom)
Wendy Bellinger, Office Supervisor
Patricia Mairena, General Manager

Visitors Present: Sergio Medina

2. Review/Approve Proposal from Fischer Compliance, LLC for a Maximum Amount of \$49,680 for the 2025 Sewer System Management Plan (SSMP) Services.

General Manager Mairena explained that the SSMP was a mandated plan that needed to be filed with the State Water Resources Control Board every six years, instead of the four years that used to be previously required. General Manager Mairena mentioned the last consultant to prepare the SSMP, which was already overdue, was Paul Causey in 2022, but he was not available to prepare the updated plan. General Manager Mairena commented that she had only received a single proposal for the 2025 SSMP from Fischer Compliance LLC in the amount of \$49,680, and that they were highly recommended by Paul Causey who was unavailable due to already having committed himself to prepare seven other SSMPs. General Manager Mairena stated that even though Daly City maintained the sewer system, the District was still responsible for managing it, and the SSMP was part of the District's obligations.

Two of Four
Minutes of the Special Meeting of the Board of Directors
Thursday, April 17, 2025

President Amuzie inquired if the District could piggyback on the Daly City's plan. General Manager Mairena replied that the District had to have its own plan, but Daly City would provide substantial information that would go in the SSMP.

Director Chambers asked if the proposal amount was fair. General Manager Mairena replied that she thought it was, and that the last agreement amount was about \$37,000.

General Manager Mairena asked Attorney Conneran if he had any comments. Attorney Conneran noted that the District was getting an hourly rate, and it was a sum not to exceed contract, plus the firm seemed very qualified, and it was something the District needed to complete on schedule.

Director Chambers moved to approve the Proposal from Fischer Compliance, LLC for a Maximum Amount of \$49,680 for the 2025 Sewer System Management Plan (SSMP) Services, seconded by Director Medina.

The motion was carried unanimously.

3. Review/Approve Proposal from SoCal Water Pro, LLC for a Maximum Amount of \$6,000 for the Development and Submission of a Cross-Connection Control Plan (CCCP).

General Manager Mairena shared a display on the screen of what a Cross-Connection and a Cross-Connection Control Program are. General Manager Mairena explained that the District would design a program to keep its potable water as safe as possible avoiding the chances of getting contaminated by water getting siphoned into its system from irrigation systems or untreated groundwater. General Manager Mairena explained that previously, San Mateo County used to administer the Cross-Connection Control Program, but now the District was required to have a backflow specialist and a cross-connection control specialist in charge, so the District had on-call worker Louie get fully certified as a cross-connection specialist, and both employees Armstrong and Arias had taken a backflow device tester course, which was the pre-requisite to become a cross-connection specialist.

General Manager Mairena mentioned that San Mateo County will continue to do some backflow testing administration, but the District has to have its own CCCP and administer it. General Manager Mairena stated that SoCal will develop the plan and have it ready by the filing date with the State on July 1st. General Manager Mairena also stated the amount quoted

Three of Four
Minutes of the Special Meeting of the Board of Directors
Thursday, April 17, 2025

seemed reasonable in comparison to the company that was training District staff, which had provided her with an informal quote of close to \$10,000.

President Amuzie asked if there were any local companies that could do the work. General Manager Mairena replied that neighboring agencies were struggling to get the plan ready, and some of them had more staff available, but the District did not have anyone on staff that could develop it, especially because it was all new, and SoCal already knew what they needed to do.

Director Medina moved to approve the Proposal from SoCal Water Pro, LLC for a Maximum Amount of \$6,000 for the Development and Submission of a Cross-Connection Control Plan (CCCP), seconded by Director Chambers.

The motion was carried unanimously.

4. Rescind Award of Contract to Coastline Construction for the Rowntree Lift Station Staircase Upgrade and Award Contract to Mission Constructors, Inc.

General Manager Mairena recalled to the Board that a couple of meetings ago, the Board had awarded an agreement to Coastline Construction for the Rowntree Lift Station Staircase Upgrade; however, when she was working on getting the agreement to them, she found out that the partners had disassociated, and they would be unable to complete the project. Attorney Conneran had recommended rescinding the award of that contract to Coastline Construction and offering it to the next bidder.

General Manager Mairena reported that Mission Constructors had provided a revised bid that included the required bonds, and Attorney Conneran had revised the agreement to be awarded to Mission Constructors.

Attorney Conneran mentioned that the Board, in a single motion, could rescind the award to Coastline Construction and make the award to Mission Constructors.

Director Chambers stated that the revised quote was for \$34,382 in comparison to \$35,385 for Coastline Construction. Attorney Conneran mentioned that the contract contains the language for the bond and the revised quote does include the bond, so it looks fine.

Four of Four
Minutes of the Special Meeting of the Board of Directors
Thursday, April 17, 2025

Director Bautista asked Attorney Conneran about the bond fee being 10% of the total amount. Attorney Conneran mentioned that this amount seemed a little higher, but it may be due to the inconvenience of getting it, but overall, the quote was cheaper than Coastline's, and the reason they were not picked the first time was the "no bond" language in their proposal, which was not acceptable because it is a requirement of any public works project over \$25,000.

Director Chambers moved to Rescind the Award of Contract to Coastline Construction for the Rowntree Lift Station Staircase Upgrade and Award the Contract to Mission Constructors, Inc. for a maximum amount of \$34,382, seconded by Director Bautista.

The motion was carried unanimously.

5. Adjournment.

Without objection, President Amuzie adjourned the meeting.
Time 7:49 p.m.

Secretary

President

Date

Westborough Water District

Financial Statements
With Accountant's Compilation Report
March 31, 2025



Chavan & Associates, LLP
Certified Public Accountants
16450 Monterey Road, Ste. 5
Morgan Hill, CA 95037

Westborough Water District

Table of Contents

| | |
|--|-------|
| Accountant's Compilation Report..... | 1 - 2 |
| Financial Statements: | |
| Statement of Net Position | 3 - 4 |
| Statement of Activities..... | 5 |
| Selected Information - Substantially All Disclosures Required by Generally Accepted Accounting Principles are Not Included | 6 |
| Supplementary Information | |
| Schedule of Income and Expense - Budget to Actual | 7 |
| Water Fund Schedule of Income and Expense - Budget to Actual | 8 |
| Sewer Fund Schedule of Income and Expense - Budget to Actual | 9 |



Accountant's Compilation Report

To the Board of Directors
Westborough Water District
City of South San Francisco, CA

Management is responsible for the accompanying financial statements of the business-type activities of the Westborough Water District, CA (the "District"), as of and for the nine months ended March 31, 2025, which collectively comprise the District's basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The supplementary information on pages 7 through 9 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. However, we have not audited or reviewed the information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such information.

A statement of cash flows for the nine months ended March 31, 2025, has not been presented. Accounting principles generally accepted in the United States of America require that a statement of cash flows be presented when financial statements purport to present financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has omitted the management's discussion and analysis that the Governmental Accounting Standards Board requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context.



Chavan and Associates, LLP
Certified Public Accountants

We are not independent with respect to the District as of and for the nine months ended March 31, 2025, because we performed certain accounting services that impaired our independence. We were engaged to compile monthly summary reports of the District's transactions instead of a full set of financial statements. As such, we are required by the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants to disclose that the accompanying financial statements exclude the minimum required disclosures and statement of cash flows. This does not impact the credibility and accuracy of the information included in the accompanying financial statements.

C & A LLP

May 2, 2025
Morgan Hill, California

Westborough Water District
Statement of Net Position
March 31, 2025

ASSETS

Current Assets:

| | |
|---|------------------|
| Cash (Including \$5,768,274 in Time Deposits) | \$ 6,130,904 |
| Receivables | |
| Water | 990,025 |
| Sewer | 551,072 |
| Other | 220,329 |
| Prepaid Expenses and Other | 59,112 |
| Inventory | 305,158 |
| Total Current Assets | 8,256,600 |

Non-Current Assets:

| | |
|--|----------------------|
| Lease Receivable | 213,571 |
| Utility Plant in Service (Note 5): | |
| Land | 182,633 |
| Work in Progress | 299,784 |
| Water Facility | 8,231,334 |
| Building | 1,503,835 |
| Joint-Use Facilities | 94,907 |
| Meters | 946,125 |
| Office Furniture and Equipment | 160,172 |
| Maintenance Facility | 478,623 |
| Sewer Facility | 3,472,125 |
| Total Utility Plant in Service (Capital Assets) | 15,369,538 |
| Less Accumulated Depreciation | (7,485,653) |
| Utility Plant in Service-Net Accumulated Depreciation | 7,883,885 |
| Total Non-Current Assets | 8,097,456 |
| Total Assets | \$ 16,354,056 |

DEFERRED OUTFLOWS

| | |
|--------------------------------|-------------------|
| Deferred Pension Outflows | \$ 640,031 |
| Deferred OPEB Outflows | 173,441 |
| Total Deferred Outflows | \$ 813,472 |

(continued)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Net Position
March 31, 2025

LIABILITIES

Current Liabilities:

| | |
|---------------------------|------------------|
| Accounts Payable (Note 2) | \$ 865,280 |
| Customers' Deposits | 412,770 |
| Unearned Revenue | 24,366 |
| Total Current Liabilities | <u>1,302,416</u> |

Long-term Liabilities:

| | |
|-----------------------------|------------------|
| Accrued Vacation | 142,172 |
| Net Pension Liability | 1,254,767 |
| Net OPEB Obligation | 267,500 |
| Total Long-term Liabilities | <u>1,664,439</u> |

| | |
|-------------------|---------------------|
| Total Liabilities | <u>\$ 2,966,855</u> |
|-------------------|---------------------|

DEFERRED INFLOWS

| | |
|--------------------------|------------|
| Deferred Lease Inflows | \$ 175,632 |
| Deferred Pension Inflows | 148,489 |
| Deferred OPEB Inflows | 138,665 |

| | |
|------------------------|-------------------|
| Total Deferred Inflows | <u>\$ 462,786</u> |
|------------------------|-------------------|

NET POSITION

| | |
|--------------------------------------|--------------|
| Net Investment in Capital Assets | \$ 7,883,885 |
| Restricted for Capital Facilities | 347,103 |
| Unrestricted: | |
| Reserved for Contingencies | 278,273 |
| Reserved for Capital Expenditures | 1,916,100 |
| Non-spendable Inventory and Prepaids | 364,270 |
| Unappropriated | 2,948,256 |

| | |
|--------------------|----------------------|
| Total Net Position | <u>\$ 13,737,887</u> |
|--------------------|----------------------|

(concluded)

See accompanying notes and accountant's compilation report

Westborough Water District
Statement of Activities
For the Nine Months Ended March 31, 2025

Operating Revenue:

| | |
|---------------------------------|------------------|
| Water Sales (Note 3) | \$ 3,760,043 |
| Sewer Svc. and Transfer Charges | 2,539,687 |
| Misc. Operations | 17,926 |
| Total Operating Revenue | <u>6,317,656</u> |

Operating Expense:

| | |
|---------------------------------|------------------|
| Water Expenditures | 2,295,121 |
| Sanitary Sewer Expenditures | 2,170,988 |
| Admin. and General Expenditures | 1,040,750 |
| Depreciation | 254,140 |
| Total Operating Expenses | <u>5,760,999</u> |

| | |
|--------------------------------|---------|
| Operating Income (Loss) | 556,657 |
|--------------------------------|---------|

Non-operating Income (Expense):

| | |
|---|----------------|
| Property Taxes | 668,922 |
| Investment Interest | 195,410 |
| Other | 102,617 |
| Total Non-operating Income (Expense) | <u>966,949</u> |

| | |
|-------------------------------|-----------|
| Change in Net Position | 1,523,606 |
|-------------------------------|-----------|

| | |
|---------------------------------|-------------------|
| Net Position - Beginning | <u>12,214,281</u> |
|---------------------------------|-------------------|

| | |
|------------------------------|-----------------------------|
| Net Position - Ending | <u><u>\$ 13,737,887</u></u> |
|------------------------------|-----------------------------|

See accompanying notes and accountant's compilation report

Westborough Water District
Selected Information - Substantially All Disclosures Required by
Generally Accepted Accounting Principles are Not Included
March 31, 2025

NOTE 1 - There was no Bad Debt expense during the month.

NOTE 2 - Accounts payable at March 31, 2025, includes \$714,570 of accrued treatment and disposal expense.

NOTE 3 - Estimated operating revenues are used in preparing the financial statements for the months of January, March, May, July, September and November because actual figures are not available until one and one-half months after the close of these months.

NOTE 4 - Accounts receivable are reported net an allowance for uncollectible accounts of \$1,873 to account for uncollectible water receivables for the period.

NOTE 5 - Changes in utility plant in-service for the nine months ended March 31, 2025, were as follows:

| | | |
|--------------------|----|-------------------|
| Beginning Balance | \$ | 15,351,145 |
| Engineering | | - |
| Surveying | | - |
| Contractors | | - |
| Other Fixed Assets | | 18,393 |
| Ending Balance | \$ | <u>15,369,538</u> |

Westborough Water District
Schedule of Income and Expense - Budget to Actual
For the Nine Months Ended March 31, 2025

| | March | Year to Date | 2024-25 Budget | Percentage to Date | Percentage Variance | \$ Variance YTD Plan |
|---|-------------------|---------------------|---------------------|-----------------------|------------------------|-------------------------|
| Operating Revenue: | | | | | | |
| Water Sales (Note 3) | \$ 405,961 | \$ 3,760,043 | \$ 4,953,010 | 75.91% | 0.91% | \$ 45,286 |
| Water Misc. Operations | 2,045 | 17,926 | 20,000 | 89.63% | 14.63% | 2,926 |
| Total Water Operating Revenue | 408,006 | 3,777,969 | 4,973,010 | 75.97% | 0.97% | 48,212 |
| Sewer Svc. and Transfer Charges | 283,218 | 2,539,687 | 3,376,361 | 75.22% | 0.22% | 7,416 |
| Total Sewer Operating Revenue | 283,218 | 2,539,687 | 3,376,361 | 75.22% | 0.22% | 7,416 |
| Total Operating Revenue | 691,224 | 6,317,656 | 8,349,371 | 75.67% | 0.67% | 55,628 |
| Operating Expense: | | | | | | |
| Water Expenditures | 212,387 | 2,295,121 | 3,117,576 | 73.62% | 1.38% | 43,061 |
| Admin. and General Expenditures | 78,901 | 809,058 | 1,142,098 | 70.84% | 4.16% | 47,516 |
| Depreciation | 22,537 | 203,687 | 275,093 | 74.04% | 0.96% | 2,633 |
| Total Water Operating Expenses | 313,825 | 3,307,866 | 4,534,767 | 72.94% | 2.06% | 93,210 |
| Sanitary Sewer Expenditures | 244,893 | 2,170,988 | 2,918,715 | 74.38% | 0.62% | 18,048 |
| Admin. and General Expenditures | 17,678 | 231,692 | 384,072 | 60.33% | 14.67% | 56,362 |
| Depreciation | 5,627 | 50,453 | 66,179 | 76.24% | -1.24% | (819) |
| Total Sewer Operating Expenses | 268,198 | 2,453,133 | 3,368,966 | 72.82% | 2.18% | 73,591 |
| Total Operating Expenses | 582,023 | 5,760,999 | 7,903,733 | 72.89% | 2.11% | 166,801 |
| Operating Income (Loss) | 109,201 | 556,657 | 445,638 | 124.91% | 49.91% | 222,429 |
| Non-operating Income (Expense): | | | | | | |
| Water Property Taxes & Assessments | 42,103 | 472,700 | 487,900 | 96.88% | 21.88% | 106,775 |
| Water Investment Interest | 9,578 | 81,093 | 52,949 | 153.15% | 78.15% | 41,381 |
| Other Non-operating Water Income (Expense) | 2,785 | 25,148 | 37,000 | 67.97% | -7.03% | (2,602) |
| Total Water Non-Operating Income (Expenses) | 54,466 | 578,941 | 577,849 | 100.19% | 25.19% | 145,554 |
| Sewer Property Taxes & Assessments | 18,046 | 196,222 | 209,100 | 93.84% | 18.84% | 39,397 |
| Sewer Investment Interest | 13,597 | 114,317 | 79,424 | 143.93% | 68.93% | 54,749 |
| Other Non-Operating Sewer Income (Expense) | - | 77,469 | - | 100.00% | 100.00% | 77,469 |
| Total Sewer Non-Operating Income (Expenses) | 31,643 | 388,008 | 288,524 | 134.48% | 59.48% | 171,615 |
| Total Non-operating Income (Expense) | 86,109 | 966,949 | 866,373 | 111.61% | 36.61% | 317,169 |
| Net Income (Loss) | \$ 195,310 | \$ 1,523,606 | \$ 1,312,011 | 116.13% | 41.13% | \$ 539,598 |

Westborough Water District
Water Fund Schedule of Income and Expense - Budget to Actual
For the Nine Months Ended March 31, 2025

| | March | Year to Date | 2024-25 Budget | Percentage to Date | Percentage Variance | \$ Variance YTD Plan |
|--|-------------------|---------------------|---------------------|-----------------------|------------------------|-------------------------|
| Water Operating Revenue: | | | | | | |
| Water Sales (Note 3) | \$ 405,961 | \$ 3,760,043 | \$ 4,953,010 | 75.91% | 0.91% | \$ 45,286 |
| Misc. Operations | 2,045 | 17,926 | 20,000 | 89.63% | 14.63% | 2,926 |
| Total Operating Revenue | 408,006 | 3,777,969 | 4,973,010 | 75.97% | 0.97% | 48,212 |
| Water Operating Expense: | | | | | | |
| Salaries | 37,818 | 354,663 | 464,924 | 76.28% | -1.28% | (5,970) |
| Salaries Overtime | 703 | 7,805 | 9,000 | 86.72% | -11.72% | (1,055) |
| Benefits | 8,991 | 118,467 | 134,692 | 87.95% | -12.95% | (17,448) |
| Payroll Taxes | 2,958 | 26,841 | 43,575 | 61.60% | 13.40% | 5,840 |
| Technical Communications | 797 | 8,251 | 13,424 | 61.46% | 13.54% | 1,817 |
| Utilities | 12,369 | 135,817 | 203,679 | 66.68% | 8.32% | 16,942 |
| Supplies and Small Tools | 210 | 9,636 | 15,000 | 64.24% | 10.76% | 1,614 |
| Maintenance of Sytem | - | 36,434 | 62,900 | 57.92% | 17.08% | 10,741 |
| Special Services | 3,239 | 86,848 | 116,394 | 74.62% | 0.38% | 448 |
| Vehicle Expense | 3,257 | 23,421 | 35,000 | 66.92% | 8.08% | 2,829 |
| Water Purchases | 142,045 | 1,486,938 | 2,018,988 | 73.65% | 1.35% | 27,303 |
| Admin. and General Expenditures | | | | | | |
| Salaries | 39,516 | 378,013 | 477,321 | 79.19% | -4.19% | (20,022) |
| Salaries-Temporary | - | 793 | 2,000 | 39.65% | 35.35% | 707 |
| Salaries-Overtime | - | - | 2,000 | 0.00% | 75.00% | 1,500 |
| Employee Benefits | 12,566 | 160,054 | 197,564 | 81.01% | -6.01% | (11,881) |
| Payroll Taxes | 2,886 | 21,027 | 44,159 | 47.62% | 27.38% | 12,092 |
| Office Supplies and Postage | 442 | 6,197 | 9,905 | 62.56% | 12.44% | 1,232 |
| Memberships | 7,822 | 50,110 | 50,718 | 98.80% | -23.80% | (12,072) |
| Utilities | 144 | 831 | 1,492 | 55.70% | 19.30% | 288 |
| Telephone | 294 | 2,453 | 3,333 | 73.60% | 1.41% | 47 |
| Water Conservation | 35 | 2,578 | 5,600 | 46.04% | 28.96% | 1,622 |
| Building & Grounds Maintenance | 531 | 9,412 | 17,057 | 55.18% | 19.82% | 3,381 |
| Parking Rentals | 315 | 2,835 | 4,234 | 66.96% | 8.05% | 341 |
| Directors Fees | 250 | 2,950 | 7,900 | 37.34% | 37.66% | 2,975 |
| Engineering Services | - | 25,570 | 45,185 | 56.59% | 18.41% | 8,319 |
| Accounting | 2,366 | 25,096 | 32,795 | 76.52% | -1.52% | (500) |
| Legal | 770 | 12,430 | 15,400 | 80.71% | -5.71% | (880) |
| Billing | 5,121 | 27,927 | 39,692 | 70.36% | 4.64% | 1,842 |
| Communications | 195 | 11,446 | 22,427 | 51.04% | 23.96% | 5,374 |
| General Election | - | - | 14,000 | 0.00% | 75.00% | 10,500 |
| Insurance | 3,746 | 38,379 | 59,240 | 64.79% | 10.21% | 6,050 |
| Bad Debts (Note 1) | - | 134 | 1,000 | 13.40% | 61.60% | 616 |
| Travel | 149 | 5,742 | 14,726 | 38.99% | 36.01% | 5,303 |
| Miscellaneous | 463 | 5,585 | 14,502 | 38.51% | 36.49% | 5,292 |
| Banking and Cr. Card Fees | 1,290 | 19,496 | 59,848 | 32.58% | 42.42% | 25,390 |
| Total Admin. and General Expenditures | 78,901 | 809,058 | 1,142,098 | 70.84% | 4.16% | 47,516 |
| Depreciation Expense | 22,537 | 203,687 | 275,093 | 74.04% | 0.96% | 2,633 |
| Total Water Operating Expense | 313,825 | 3,307,866 | 4,534,767 | 72.94% | 2.06% | 93,210 |
| Water Operating Income (Loss) | 94,181 | 470,103 | 438,243 | 107.27% | 32.27% | 141,422 |
| Water Non-operating Income (Expense): | | | | | | |
| Property Taxes | 42,103 | 472,700 | 487,900 | 96.88% | 21.88% | 106,775 |
| Investment Interest | 9,578 | 81,093 | 52,949 | 153.15% | 78.15% | 41,381 |
| Other Non-Operating Water Income (Expense) | 2,785 | 25,148 | 37,000 | 67.97% | -7.03% | (2,602) |
| Total Non-operating Income (Expense) | 54,466 | 578,941 | 577,849 | 100.19% | 25.19% | 145,554 |
| Net Income (Loss) | \$ 148,647 | \$ 1,049,044 | \$ 1,016,092 | 103.24% | 28.24% | \$ 286,976 |

Westborough Water District
Sewer Fund Schedule of Income and Expense - Budget to Actual
For the Nine Months Ended March 31, 2025

| | March | Year to Date | 2024-25 Budget | Percentage to Date | Percentage Variance | \$ Variance YTD Plan |
|---|------------------|-------------------|-------------------|-----------------------|------------------------|-------------------------|
| Sanitary Sewer Operating Revenue: | | | | | | |
| Sewer Svc. and Transfer Charges | \$ 283,218 | \$ 2,539,687 | \$ 3,376,361 | 75.22% | 0.22% | \$ 7,416 |
| Total Operating Revenue | 283,218 | 2,539,687 | 3,376,361 | 75.22% | 0.22% | 7,416 |
| Sanitary Sewer Operating Expense: | | | | | | |
| Treatment & Disposal | 225,514 | 2,029,621 | 2,706,161 | 75.00% | 0.00% | - |
| Utilities | 11,136 | 111,723 | 174,117 | 64.17% | 10.83% | 18,865 |
| Repair of Pipelines | - | - | 5,000 | 0.00% | 75.00% | 3,750 |
| Repair of Pumps | - | - | 21,000 | 0.00% | 75.00% | 15,750 |
| Miscellaneous Sewer Expenses | 8,243 | 29,644 | 12,437 | 238.35% | -163.36% | (20,317) |
| Admin. and General Expenditure | | | | | | |
| Salaries | 5,807 | 55,779 | 98,263 | 56.77% | 18.23% | 17,918 |
| Employee Benefits | 754 | 17,021 | 40,273 | 42.26% | 32.73% | 13,183 |
| Payroll Taxes | 627 | 4,453 | 9,586 | 46.45% | 28.55% | 2,737 |
| Office Supplies and Postage | 164 | 2,677 | 4,246 | 63.05% | 11.96% | 508 |
| Memberships | 84 | 309 | 486 | 63.58% | 11.52% | 56 |
| Telephone | 126 | 1,051 | 1,428 | 73.60% | 1.40% | 20 |
| Water Conservation | 15 | 1,105 | 2,400 | 46.04% | 28.96% | 695 |
| Building & Grounds Maintenance | 163 | 816 | 3,571 | 22.85% | 52.14% | 1,862 |
| Parking Rentals | 135 | 1,215 | 1,814 | 66.98% | 8.05% | 146 |
| Directors Fees | 250 | 2,350 | 4,400 | 53.41% | 21.59% | 950 |
| Engineering Services | - | 40,135 | 40,880 | 98.18% | -23.18% | (9,475) |
| Accounting | 2,366 | 24,396 | 32,795 | 74.39% | 0.61% | 200 |
| Legal | 770 | 14,225 | 15,400 | 92.37% | -17.37% | (2,675) |
| Billing | 2,190 | 12,187 | 17,011 | 71.64% | 3.35% | 570 |
| Communications | 195 | 11,906 | 24,096 | 49.41% | 25.59% | 6,166 |
| General Election | - | - | 14,000 | 0.00% | 75.00% | 10,500 |
| Insurance | 3,746 | 38,379 | 59,241 | 64.78% | 10.22% | 6,052 |
| Bad Debts (Note 1) | - | 134 | 1,000 | 13.40% | 61.60% | 616 |
| Miscellaneous | 142 | 1,101 | 6,532 | 16.86% | 58.14% | 3,798 |
| Banking and Cr. Card Fees | 144 | 2,453 | 6,650 | 36.89% | 38.12% | 2,535 |
| Total Admin. and General Expenditures | 17,678 | 231,692 | 384,072 | 60.33% | 14.67% | 56,362 |
| Depreciation Expense | 5,627 | 50,453 | 66,179 | 76.24% | -1.24% | (819) |
| Total Sanitary Sewer Operating Expense | 268,198 | 2,453,133 | 3,368,966 | 72.82% | 2.18% | 73,591 |
| Sanitary Sewer Operating Income (Loss) | 15,020 | 86,554 | 7,395 | 1170.44% | 1095.43% | 81,007 |
| Sanitary Sewer Non-operating Income (Expense): | | | | | | |
| Property Taxes | 18,046 | 196,222 | 209,100 | 93.84% | 18.84% | 39,397 |
| Investment Interest | 13,597 | 114,317 | 79,424 | 143.93% | 68.93% | 54,749 |
| Other Non-operating Sewer Income (Expense) | - | 77,469 | - | 100.00% | 100.00% | 77,469 |
| Total Non-operating Income (Expense) | 31,643 | 388,008 | 288,524 | 134.48% | 59.48% | 171,615 |
| Net Income (Loss) | \$ 46,663 | \$ 474,562 | \$ 295,919 | 160.37% | 85.37% | \$ 252,622 |

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: APRIL 30, 2025

LOCAL AGENCY INVESTMENT FUND
MONTHLY ACTIVITY REPORT

| <u>DATE</u> | <u>AMOUNT</u> | <u>DESCRIPTION</u> | <u>TRANSACTION BALANCE</u> |
|--------------------|-----------------|--|--------------------------------|
| Beginnning Balance | | | \$5,627,948.16 |
| 04/15/25 | \$ 60,946.10 | Interest Earned | \$5,688,894.26 |
| 04/24/25 | \$ 1,000,000.00 | Deposit - TCB (SM County - Sewer Charges Revenue) | \$6,688,894.26 |
| Ending Balance | | | \$6,688,894.26 |

Total Investments Last Report Period = \$5,627,948.16
Total Investments at End of Report Period = \$6,688,894.26

Effective Interest Rate: 4.313%
(as of 03/25)

Approved by:



Patricia Mairena
General Manager

PM/pm

The investments of the Westborough Water District as of this date are in compliance with the District's Statement of Investment Policy as adopted by the Board on February 8, 1996. The District has a sufficient cash position to meet its expenditure requirements for the next six months.

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

May 02, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

WESTBOROUGH WATER DISTRICT

GENERAL MANAGER
P.O.BOX 2747
SOUTH SAN FRANCISCO, CA 94083-2747

[Tran Type Definitions](#)

Account Number: 90-41-004

April 2025 Statement

| Effective Date | Transaction Date | Tran Type | Confirm Number | Web Confirm Number | Authorized Caller | Amount |
|----------------|------------------|-----------|----------------|--------------------|-------------------|--------------|
| 4/15/2025 | 4/14/2025 | QRD | 1772072 | N/A | SYSTEM | 60,946.10 |
| 4/24/2025 | 4/23/2025 | RD | 1773074 | 1733646 | PATRICIA MAIRENA | 1,000,000.00 |

Account Summary

| | | | |
|-------------------|--------------|--------------------|--------------|
| Total Deposit: | 1,060,946.10 | Beginning Balance: | 5,627,948.16 |
| Total Withdrawal: | 0.00 | Ending Balance: | 6,688,894.26 |

WESTBOROUGH WATER DISTRICT
INVESTMENT REPORT FOR PERIOD ENDING: APRIL 30, 2025

MULTI-BANK SECURITIES, INC.
MONTHLY ACTIVITY REPORT

| <u>DATE</u> | <u>AMOUNT</u> | <u>DESCRIPTION</u> | <u>TRANSACTION BALANCE</u> |
|--------------------|---------------|--------------------------|--------------------------------|
| Beginnning Balance | | | \$142,174.89 |
| 04/30/25 | \$ 2,638.25 | Credit Interest | \$144,813.14 |
| 04/30/25 | \$ (2,638.25) | Dividend Check Withdrawn | \$142,174.89 |
| 04/30/25 | \$ 38.61 | Change in Account Value | \$142,213.50 |
| Ending Balance | | | \$142,213.50 |

Total Investments Last Report Period = \$142,174.89
Total Investments at End of Report Period = \$142,213.50

Effective Interest Rate: 3.700%
(to maturity - 10/08/26)

Approved by:



Patricia Mairena
General Manager

PM/pm

The investments of the Westborough Water District as of this date are in compliance with the District's Statement of Investment Policy as adopted by the Board on February 8, 1996. The District has a sufficient cash position to meet its expenditure requirements for the next six months.



MULTI-BANK SECURITIES, INC.*

1000 Town Center, Suite 2300
Southfield, MI 48075
(800) 967-9045

Member of FINRA & SIPC; MSRB Registered.

Brokerage Account Statement

Scan for
Online Access



April 1, 2025 - April 30, 2025
Account Number: RMB-023565

WESTBOROUGH WATER DISTRICT
PO BOX 2747
S SAN FRAN CA 94083-2747

Portfolio at a Glance

| | This Period |
|--|---------------------|
| BEGINNING ACCOUNT VALUE | \$142,174.89 |
| Withdrawals (Cash & Securities) | -2,638.25 |
| Dividends, Interest and Other Income | 2,638.25 |
| Net Change in Portfolio¹ | 38.61 |
| ENDING ACCOUNT VALUE | \$142,213.50 |
| Estimated Annual Income | \$5,291.00 |

¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

Asset Summary

| Percent | Asset Type | Last Period | This Period |
|---------|----------------------|---------------------|---------------------|
| 100% | Fixed Income | 142,174.89 | 142,213.50 |
| 100% | Account Total | \$142,174.89 | \$142,213.50 |

Please review your allocation periodically with your Account Executive.
Your Account is 100% invested in Fixed Income.

Client Service Information

Your Account Executive: MBP

PAUL REHMUS
MULTI-BANK SECURITIES
1000 TOWN CENTER, STE 2300
SOUTHFIELD MI 48075-1239

Contact Information

Business: (800) 967-4513
E-Mail: customerservice@mbsscurities.com

Client Service Information

Service Hours: Weekdays 09:00 a.m. - 05:00 p.m. (EST)
Client Service Telephone Number: (800) 967-9045
Web Site: WWW.MBSSECURITIES.COM

Your Account Information

INVESTMENT OBJECTIVE

Investment Objective: NONE SPECIFIED

Please discuss your investment objective with your Account Executive.

TAX LOT DEFAULT DISPOSITION METHOD

Default Method for Mutual Funds: First In First Out
 Default Method for Stocks in a Dividend Reinvestment Plan: First In First Out
 Default Method for all Other Securities: First In First Out

BOND AMORTIZATION ELECTIONS

Amortize premium on taxable bonds based on Constant Yield Method: Yes
 Accrual market discount method for all other bond types: Constant Yield Method
 Include market discount in income annually: No

ELECTRONIC DELIVERY

You have **not** enrolled any documents for electronic delivery. The following documents are available for electronic delivery:

| | | |
|------------------------|---------------|----------------------------------|
| Statements and Reports | Notifications | Tax Documents |
| Trade Confirmations | Prospectus | Proxy/Shareholder Communications |

Please log in to your account or contact your Account Executive to make any changes to your electronic delivery preferences.

Income and Expense Summary

| | Current Period | | Year-to-Date | |
|------------------------|-------------------|---------------|-------------------|---------------|
| | Taxable | Non Taxable | Taxable | Non Taxable |
| Interest Income | | | | |
| Bond Interest | 2,638.25 | 0.00 | 2,638.25 | 0.00 |
| Total Income | \$2,638.25 | \$0.00 | \$2,638.25 | \$0.00 |

Portfolio Holdings

| Description | Quantity | Market Price | Market Value | Accrued Interest | Estimated Annual Income | Estimated Yield |
|--|--------------|--------------|--------------|-------------------------|--------------------------------|-----------------|
| FIXED INCOME 100.00% of Portfolio (In Maturity Date Sequence) | | | | | | |
| Certificates of Deposit | | | | | | |
| VALLEY NATL BK PASSAIC N J CTF DEP 3.700% 10/08/26 B/E DTD 10/08/24 ACT/365 1ST CPN DTE 04/08/25 Security Identifier: 919853PF2 | 143,000.0000 | 99.4500 | 142,213.50 | 318.91 | 5,291.00 | 3.72% |
| Total Certificates of Deposit | 143,000.0000 | | \$142,213.50 | \$318.91 | \$5,291.00 | |
| TOTAL FIXED INCOME | 143,000.0000 | | \$142,213.50 | \$318.91 | \$5,291.00 | |
| Total Portfolio Holdings | | | | Accrued Interest | Estimated Annual Income | |
| | | | | Market Value | | |
| | | | | \$142,213.50 | \$5,291.00 | |

April 1, 2025 - April 30, 2025
WESTBOROUGH WATER DISTRICT**Portfolio Holdings Disclosures****Pricing**

This section includes the net market value of the securities in your account on a settlement date basis, including short positions, at the close of the statement period. The market prices, unless otherwise noted, have been obtained from independent vendor services, which we believe to be reliable. In some cases the pricing vendor may provide prices quoted by a single broker or market maker. Market prices do not constitute a bid or an offer, and may differ from the actual sale price. Securities for which a price is not available are marked "N/A" and are omitted from the Total.

THE AS OF PRICE DATE ONLY APPEARS WHEN THE PRICE DATE DOES NOT EQUAL THE STATEMENT DATE.

Estimated Annual Figures

The estimated annual income (EAI) and estimated annual yield (EAY) figures are estimates and for informational purposes only. These figures are not considered to be a forecast or guarantee of future results. These figures are computed using information from providers believed to be reliable; however, no assurance can be made as to the accuracy. Since interest and dividend rates are subject to change at any time, and may be affected by current and future economic, political, and business conditions, they should not be relied on for making investment, trading, or tax decisions. These figures assume that the position quantities, interest and dividend rates, and prices remain constant. A capital gain or return of principal may be included in the figures for certain securities, thereby overstating them. Refer to www.bny.com/pershing/us/en/disclosures.html for specific details as to formulas used to calculate the figures. Accrued interest represents interest earned but not yet received.

Reinvestment

The dollar amount of Mutual Fund distributions, Money Market Fund dividend income, Bank Deposit interest income, or dividends for other securities shown on your statement may have been reinvested. You will not receive confirmation of these reinvestments. Upon written request to your financial institution, information pertaining to these transactions, including the time of execution and the name of the person from whom your security was purchased, may be obtained. In dividend reinvestment transactions, Pershing acts as your agent and receives payment for order flow.

Option Disclosure

Information with respect to commissions and other charges incurred in connection with the execution of option transactions has been included in confirmations previously furnished to you. A summary of this information is available to you promptly upon your written request directed to your introducing firm. In order to assist your introducing firm in maintaining current background and financial information concerning your option accounts, please promptly advise them in writing of any material change in your investment objectives or financial situation. Expiring options which are valuable are exercised automatically pursuant to the exercise by exception procedure of the Options Clearing Corporation. Additional information regarding this procedure is available upon written request to your introducing firm.

Certificates of Deposit

Certificates of Deposit acquired through the Certificate of Deposit Account Registry Service ("CDARS") and held in your brokerage account are subject to Securities Investor Protection Corporation (SIPC) coverage. Please see additional information about SIPC under Important Information and Disclosures on this statement.

Please be advised that the secondary market for CDs is generally illiquid; the actual value of CDs may be different from their purchase price; and a significant loss of principal could result if your CDs are sold prior to maturity. In the event that the CDs listed above do not indicate a market valuation, an accurate market value could not be determined. In the event that a price is listed above for your CDs, Pershing has obtained a price from sources deemed to be reliable or has priced your CDs using a matrix formula. Prices are estimates and the actual value you may obtain for your CD may be different if you elect to sell your CD in the secondary market.

Foreign Currency Transactions

Pershing will execute foreign currency transactions as principal for your account. Pershing may automatically convert foreign currency to or from U.S. dollars for dividends and similar corporate action transactions unless you instruct your financial organization otherwise. Pershing's currency conversion rate will not exceed the highest interbank conversion rate

Portfolio Holdings Disclosures (continued)

Foreign Currency Transactions (continued)

identified from customary banking sources on the conversion date or the prior business day, increased by up to 1%, unless a particular rate is required by applicable law. Your financial organization may also increase the currency conversion rate. This conversion rate may differ from rates in effect on the date you executed a transaction, incurred a charge, or received a credit. Transactions converted by agents (such as depositories) will be billed at the rates such agents use.

Proxy Vote

Securities not fully paid for in your margin account may be lent by Pershing to itself or others in accordance with the terms outlined in the Margin Agreement. The right to vote your shares held on margin may be reduced by the amount of shares on loan. The Proxy Voting Instruction Form sent to you may reflect a smaller number of shares entitled to vote than the number of shares in your margin account.

Variable Rate Securities

Interest rate data for certain complex and/or variable rate securities is provided to Pershing by third-party data service providers pursuant to contractual arrangements. Although we seek to use reliable sources of information, the accuracy, reliability, timeliness, and completeness of interest rate data may vary sometimes, particularly for complex and/or variable rate securities and those with limited or no secondary market. As a result, we can offer no assurance as to the accuracy, reliability, timeliness, or completeness of interest rate data for such securities. Pershing may also occasionally make interest rate updates and adjustments based on its reasonable efforts to obtain accurate, reliable, timely, and/or complete interest rate data from other data sources, but we can similarly provide no assurance that those rates or adjustments will be accurate, reliable, timely, or complete.

When updated interest rate data is received from a third-party data service provider or adjusted by Pershing, the updated data will be reflected in various sources where interest rate data is used or viewed, including both paper and electronic communications and data sources. Prior use or communication of interest rate-related data will not be revised. Since variable interest rates may be subject to change at any time and are only as accurate as the data received from third-party data service providers or otherwise obtained by Pershing, interest rate data should not be relied on for making investment, trading, or tax decisions. All interest rate data and other information derived from and/or calculated using interest rates are not warranted as to accuracy, reliability, timeliness, or completeness and are subject to change without notice. Pershing disclaims any responsibility or liability to the fullest extent permitted by applicable law for any loss or damage arising from any reliance on or use of the interest rate data or other information derived from and/or calculated using interest rates in any way. You should request a current valuation for your securities from your financial adviser or broker prior to making a financial decision or placing an order or requesting a transaction in these securities.

Structured Products

Structured products in this section are complex products and may be subject to special risks, which may include, but are not limited to: loss of initial investment; issuer credit risk; limited or no appreciation; risks associated with the underlying reference asset(s); no periodic payments; call prior to maturity (a redemption could affect the yield represented); early redemption fees or other applicable fees; price volatility resulting from issuer's and/or guarantor's credit quality; lower interest rates and/or yield compared to conventional debt with a comparable maturity; unique tax implications; concentration risk of owning the related security; limited or no secondary market; restrictions on transferability; conflicts of interest; and limits on participation in appreciation of underlying asset(s). To review a complete list of risks, please refer to the offering documents for the structured product. For more information about the risks specific to your structured products, you should contact your financial institution or advisor. Certain structured products are designed to make periodic distributions to you and any such structured product distributions you receive will be listed in the Transactions section of your statement. Structured product distributions may be listed there as "Bond Interest Received"; however, this description is not intended to reflect a determination as to either the asset classification of the product or the U.S. tax treatment of such distributions.

Activity Summary (All amounts shown are in base currency)

| | Credits This Period | Debits This Period | Net This Period | Credits Year-to-Date | Debits Year-to-Date | Net Year-to-Date |
|-------------------------------|---------------------|--------------------|-----------------|----------------------|---------------------|------------------|
| Dividends and Interest | \$2,638.25 | \$0.00 | \$2,638.25 | \$2,638.25 | \$0.00 | \$2,638.25 |
| Cash | | | | | | |
| Withdrawals | 0.00 | -2,638.25 | -2,638.25 | 0.00 | -2,638.25 | -2,638.25 |

April 1, 2025 - April 30, 2025
WESTBOROUGH WATER DISTRICT

Activity Summary (continued)

| | Credits This Period | Debits This Period | Net This Period | Credits Year-to-Date | Debits Year-to-Date | Net Year-to-Date |
|-------------------|---------------------|--------------------|-----------------|----------------------|---------------------|------------------|
| Total Cash | \$0.00 | -\$2,638.25 | -\$2,638.25 | \$0.00 | -\$2,638.25 | -\$2,638.25 |
| Totals | \$2,638.25 | -\$2,638.25 | \$0.00 | \$2,638.25 | -\$2,638.25 | \$0.00 |

Transactions by Type of Activity

| Process/ Settlement Date | Activity Type | Description | Quantity | Price | Accrued Interest | Amount | Currency |
|--|------------------------|--|----------|-------|------------------|-------------|----------|
| Dividends and Interest | | | | | | | |
| 04/08/25 | BOND INTEREST RECEIVED | 143000 VALLEY NATL BK PASSAIC N J CTF DEP 3.700% | | | | 2,638.25 | USD |
| | 919853PF2 | 10/08/26 B/E DTD 10/08/24 RD 04/07 PD 04/08/25 | | | | | |
| Total Dividends and Interest | | | | | \$0.00 | \$2,638.25 | USD |
| Cash Withdrawals and Deposits | | | | | | | |
| 04/28/25 | CHECK DISBURSEMENT | CHECK PD.#4031349235 AS PER YOUR REQUEST | | | | -2,638.25 | USD |
| | USD999997 | | | | | | |
| Total Cash Withdrawals and Deposits | | | | | \$0.00 | -\$2,638.25 | USD |
| Total Value of Transactions | | | | | \$0.00 | \$0.00 | USD |

The price and quantity displayed may have been rounded.

Messages

Although a money market mutual fund (money fund) seeks to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in a money fund. Shares of a money fund or the balance of a bank deposit product held in your brokerage account may be liquidated upon request with the proceeds credited to your brokerage account. Please see the money fund's prospectus or the bank deposit product's disclosure document or contact your advisor for additional information. Pursuant to SEC Rule 10b-10(b)(1) confirmations are not sent for purchases into money funds processed on the sweep platform. Pursuant to applicable regulation, account statements will be produced monthly or quarterly. Balances in Federal Deposit Insurance Corporation (FDIC)-insured bank deposit sweep products are not protected by Securities Investor Protection Corporation (SIPC).

Important Information and Disclosures

The Role of Pershing

- **Pershing LLC, member FINRA, NYSE, carries your account as clearing broker pursuant to a clearing agreement with your financial institution.** Pershing is not responsible or liable for any acts or omissions of your financial institution or its employees and it does not supervise them. Pershing provides no investment advice nor does it assess the suitability of any transaction or order. Pershing acts as the agent of your financial institution and you agree that you will not hold Pershing or any person controlling or under common control with it liable for any investment losses incurred by you.
- Pershing performs several key functions at the direction of your financial institution. It acts as custodian for funds and securities you may deposit with it directly or through your financial institution or that it receives as the result of securities transactions it processes.
- Your financial institution is responsible for adherence to the securities laws, regulations and rules which apply to it regarding its own operations and the supervision of your account, its sales representatives and other personnel. Your financial institution is also responsible for approving the opening of accounts and obtaining account documents; the acceptance and, in certain instances, execution of securities orders; the assessment of the suitability of those transactions, where applicable; the rendering of investment advice, if any, to you and in general, for the ongoing relationship that it has with you.
- Inquiries concerning the positions and balances in your account may be directed to the **Pershing Customer Service Department at (201) 413-3333**. All other inquiries regarding your account or activity should be directed to your financial institution. Your financial organization's contact information can be found on the first page of this statement.
- For a description of other functions performed by Pershing please consult the Disclosure Statement provided to you upon the opening of your account. This notice is not meant as a definitive enumeration of every possible circumstance, but as a general disclosure. If you have any questions regarding this notice or if you would like additional copies of the Disclosure Statement, please contact your financial institution.
- Pershing is a member of the Securities Investor Protection Corporation (SIPC®). Please note that SIPC does not protect against loss due to market fluctuation. An explanatory brochure is available upon request at www.sipc.org. In addition to SIPC protection, Pershing provides coverage in excess of SIPC limits. For more detailed information please visit: www.bny.com/pershing/us/en/about/strength-and-stability.html
- This statement will be deemed conclusive. You are advised to report any inaccuracy or discrepancy (including unauthorized trading) promptly, but no later than ten days after receipt of this statement, to your financial organization and Pershing. Please be advised that any oral communication should be re-confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.
- Your financial organization's contact information can be found on the first page of this statement. Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330**. Errors and Omissions excepted.

Important Arbitration Disclosures

- All parties to this agreement are giving up the right to sue each other in court, including the right to a trial by jury, except as provided by the rules of the arbitration forum in which a claim is filed.
- Arbitration awards are generally final and binding; a party's ability to have a court reverse or modify an arbitration award is very limited.
- The ability of the parties to obtain documents, witness statements and other discovery is generally more limited in arbitration than in court proceedings.
- The arbitrators do not have to explain the reason(s) for their award, unless, in an eligible case, a joint request for an explained decision has been submitted by all parties to the panel at least 20 days prior to the first scheduled hearing date.
- The panel of arbitrators will typically include a minority of arbitrators who were or are affiliated with the securities industry.
- The rules of some arbitration forums may impose time limits for bringing a claim in arbitration. In some cases, a claim that is ineligible for arbitration may be brought in court.
- The rules of the arbitration forum in which the claim is filed, and any amendments thereto, shall be incorporated into this agreement.

Important Arbitration Agreement

Any controversy between you and Pershing LLC shall be submitted to arbitration before the Financial Industry Regulatory Authority. No person shall bring a putative or certified class action to arbitration, nor seek to enforce any predispute arbitration agreement against any person who has initiated in court a putative class action, who is a member of a putative class who has not opted out of the class with respect to any claims encompassed by the putative class action until; (I) the class certification is denied; (II) the class is decertified; or (III) the client is excluded from the class by the court. Such forbearance to enforce an agreement to arbitrate shall not constitute a waiver of any rights under this agreement except to the extent stated herein. The laws of the State of New York govern.

Pershing's contact information is as follows: **Pershing LLC, Legal Department, One Pershing Plaza, Jersey City, New Jersey 07399; (201) 413-3330**.

CLAIMS REGISTER: APRIL 2025

1. GENERAL ACCOUNT FUND:

Total from Cash Disbursements \$ 61,606.38

Checks Issued During Month:

| | |
|---|------------|
| ACWA-JPIA (Health Benefits & Ins.- 05/25 & ADJ 02/25-04/25) | 14,494.06 |
| ACWA/JPIA (Workers' Compensation Program, 01/01/25-03/31/25) | 3,799.61 |
| Aqua-Metric Sales (Shipped (2) TouchReaders to Sensus - Firmware Issue) | 37.11 |
| Aqua-Metric Sales (Mini Readers (2) Repair) | 560.54 |
| AT&T (P.S. Phone Bill to 04/01/25) | 862.95 |
| AT&T Mobility (Field & Office Cell Phones, 03/03-04/02) | 335.97 |
| BAWSCA (Water Loss Control Program, 02/25) | 5,175.20 |
| Bay Alarm (Skyline P.S. Burglar Alarm Monitoring, 05/01/25-07/31/25) | 214.32 |
| Bay Alarm (Skyline Bldg. Burglar Alarm Monitoring, 05/01/25-07/31/25) | 309.63 |
| Bay Alarm (Skyline Bldg. Cell Upgrade & Fire Alarm, 05/01/25-07/31/25) | 429.42 |
| Calcon Systems, Inc. (Controls Upgrade at Rowntree L.S.) | 46,770.70 |
| Calcon Systems, Inc. (Rowntree L.S. Telemetry) | 18,250.00 |
| CalPERS (Retirement Contributions-04/15/25) | 6,842.46 |
| CalPERS (Retirement Contributions-04/30/25) | 6,842.49 |
| Chavan & Associates, LLP (Accounting Services, 02/25) | 2,500.00 |
| C.J. Brown & Company CPA's (FY 2023-2024 Audit Services, 03/25) | 2,554.00 |
| Colina Association (Three Parking Spaces Rental, 05/25) | 450.00 |
| Direct Line (Answering Service, 03/15-04/14) | 330.10 |
| EFTPS (Employment Taxes-04/15/25) | 11,976.12 |
| EFTPS (Employment Taxes-04/30/25) | 12,111.33 |
| EFTPS (Employment Taxes-04/30/25 - Buyout) | 14,901.57 |
| EDD (Employment Taxes-04/15/25) | 2,804.24 |
| EDD (Employment Taxes-04/30/25) | 2,796.61 |
| EDD (Employment Taxes-04/30/25 - Buyout) | 3,116.15 |
| Employment Develop. Dept. (Quarterly Payroll Taxes-1st Qtr.) | 746.01 |
| Hach (Water Sampling Supplies) | 145.14 |
| Hanson Bridgett LLP (Special Legal Services, Admin & Monthly Retainer-03/25) | 3,183.50 |
| Kennedy, Johnny (Payroll on 04/30/25 & 04/30/25 BO, due to bad DD) | 30,239.87 |
| Liftoff Digital, LLC (Web Reporting & Hosting, 04/25) | 75.00 |
| Lowe's Business (Field Supplies to 04/17/25) | 306.18 |
| Mairena, Patricia (GM Mairena's Internet Services, 03/27-04/26 & 03/25 Membership Dues) | 84.99 |
| MRC (Xerox Copier Maintenance Agreement, 03/19-04/18) | 329.75 |
| PG&E (Summary Bill to 04/18/25) | 23,385.36 |
| SF Water Dept. (Water Purchases, 03/07-04/04) | 129,971.02 |
| Selerum (IT Technical Assistance - Onsite to Replace UPS Unit & Install New Sonicwall) | 805.00 |
| So. SF Scavengers (Garbage Services, 03/25) | 122.40 |
| SWRCB (Water Distr, Operator Certif. D2 - T. Armstrong) | 80.00 |
| Tri Counties Bank (Monthly Credit Card Charges Ending 03/31/25) | 2,396.90 |
| WEX Bank (Wright Express-Gas Purchases to 04/15/25) | 961.03 |
| WWD Payroll (Payroll Transfer, 04/25 - Cover Buyout) | 24,989.08 |

SUB-TOTAL \$ 437,892.19

Updated Checks Voided During Month:

| | |
|--|--|
| | |
|--|--|

TOTAL CLAIMS REGISTER AMOUNT \$ 437,892.19

REPORT.: May 05 25 Monday
 RUN....: May 05 25 Time: 09:25
 Run By.: Wendy Bellinger

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

PAGE: 001
 ID #: PY-RP
 CTL.: 000

Control Date.: 05/05/25 Posting Period.: 05 25 Fiscal Period.: (11-25) Cash Account No.: 13110

VENDOR I.D.: AMU01 (AMUZIE, DON)

| Invoice No | Description | Invoice Date | Actual Period | G/L Account # | Discount | Gross Amount | Discount Amount | Net Amount |
|-----------------------------|---|--------------|---------------|---------------|----------|--------------|-----------------|------------|
| | | Due Date | Fiscal Tm | | | | | |
| 040125- | DIRECTOR AMUZIE'S INTERNET SERVICE, 04/10-05/09 | 04/01/25 | 05-25 | A | 59450 | 65.00 | .00 | 65.00 |
| | | 04/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 65.00 | .00 | 65.00 |

VENDOR I.D.: BAU02 (BAUTISTA, PERRY H.)

| | | | | | | | | |
|-----------------------------|---|----------|-------|---|-------|-------|-----|-------|
| 042225- | DIRECTOR BAUTISTA'S INTERNET SERVICE, 05/25 | 04/22/25 | 05-25 | A | 59450 | 65.00 | .00 | 65.00 |
| | | 04/22/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 65.00 | .00 | 65.00 |

VENDOR I.D.: BAY01 (B.A.W.S.C.A.)

| | | | | | | | | |
|-----------------------------|-----------------------------------|----------|-------|---|-------|---------|-----|---------|
| 9212- | WATER LOSS CONTROL PROGRAM, 03/25 | 04/30/25 | 05-25 | A | 59450 | 1254.50 | .00 | 1254.50 |
| | | 04/30/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 1254.50 | .00 | 1254.50 |

VENDOR I.D.: BIA01 (BIASBAS, ANNA)

| | | | | | | | | |
|-----------------------------|--|----------|-------|---|-------|--------|-----|--------|
| 050225- | ONE WWD WASHING MACHINE REBATE FOR ACCT NO BIA0005 | 05/02/25 | 05-25 | A | 59450 | 100.00 | .00 | 100.00 |
| | | 05/02/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 100.00 | .00 | 100.00 |

VENDOR I.D.: CAS01 (PETTY CASH)

| | | | | | | | | |
|-----------------------------|-----------------------|----------|-------|---|-------|-------|-----|-------|
| 043025- | MISC. EXPENSES, 04/25 | 04/30/25 | 05-25 | A | 59450 | 66.70 | .00 | 66.70 |
| | | 04/30/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 66.70 | .00 | 66.70 |

VENDOR I.D.: CHA03 (CHAVAN & ASSOCIATES, LLP)

| | | | | | | | | |
|-----------------------------|----------------------------|----------|-------|---|-------|---------|-----|---------|
| C&A-18680- | ACCOUNTING SERVICES, 03/25 | 05/03/25 | 05-25 | A | 59450 | 2500.00 | .00 | 2500.00 |
| | | 05/03/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 2500.00 | .00 | 2500.00 |

VENDOR I.D.: CHA04 (CHAMBERS, TOM)

| | | | | | | | | |
|-----------------------------|--|----------|-------|---|-------|-------|-----|-------|
| 041125- | DIRECTOR CHAMBERS' INTERNET SERVICE, 04/16-05/15 | 04/11/25 | 05-25 | A | 59450 | 65.00 | .00 | 65.00 |
| | | 04/11/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 65.00 | .00 | 65.00 |

VENDOR I.D.: MED01 (MEDINA, JANET)

| | | | | | | | | |
|-----------------------------|---|----------|-------|---|-------|-------|-----|-------|
| 040125- | DIRECTOR MEDINA'S INTERNET SERVICE, 04/10-05/09 | 04/01/25 | 05-25 | A | 59450 | 65.00 | .00 | 65.00 |
| | | 04/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 65.00 | .00 | 65.00 |

VENDOR I.D.: OHR01 (OHRI, RACHANA)

| | | | | | | | | |
|-----------------------------|--|----------|-------|---|-------|-------|-----|-------|
| 050225- | ONE WWD HET REBATE FOR ACCT NO OHR0001 | 05/02/25 | 05-25 | A | 59450 | 50.00 | .00 | 50.00 |
| | | 05/02/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 50.00 | .00 | 50.00 |

VENDOR I.D.: RIC03 (RICHARDS, JULIE L)

REPORT.: May 05 25 Monday
 RUN....: May 05 25 Time: 09:25
 Run By.: Wendy Bellinger

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

PAGE: 002
 ID #: PY-RP
 CTL.: 000

Control Date.: 05/05/25 Posting Period.: 05-25 Fiscal Period.: (11-25) Cash Account No.: 13110

VENDOR I.D.: RIC03 (RICHARDS, JULIE L)

| Invoice No | Description | Invoice Date | Actual Period | G/L Tm | Account # | Discount | Gross Amount | Discount Amount | Net Amount |
|---------------------------|--|--------------|---------------|--------|-----------|----------|--------------|-----------------|------------|
| | | Due Date | Fiscal | | | | | | |
| 033125- | DIRECTOR RICHARDS' INTERNET SERVICE, 04/25 | 03/31/25 | 05-25 | A | 59450 | | 65.00 | .00 | 65.00 |
| | | 03/31/25 | 11-25 | | | | | | |
| ** Vendor's Subtotal ---> | | | | | | | 65.00 | .00 | 65.00 |

VENDOR I.D.: SAN02 (SFPUC FINANCIAL SERV.-FINANCE)

| | | | | | | | | | |
|-----------------------------|---|----------|-------|---|-------|--|---------|-----|---------|
| I0003909- | SUB, THM, HALOCETRIC & BACERTIA ANALYSES, 03/25 | 04/30/25 | 05-25 | A | 59450 | | 1465.00 | .00 | 1465.00 |
| | | 04/30/25 | 11-25 | | | | | | |
| ** Vendor's Subtotal -----> | | | | | | | 1465.00 | .00 | 1465.00 |

VENDOR I.D.: WES02 (W.W.D. PAYROLL ACCOUNT)

| | | | | | | | | | |
|-----------------------------|-------------------------|----------|-------|---|-------|--|----------|-----|----------|
| 043025.2- | PAYROLL TRANSFER, 04/25 | 04/30/25 | 05-25 | A | 59450 | | 54570.49 | .00 | 54570.49 |
| | | 04/30/25 | 11-25 | | | | | | |
| ** Vendor's Subtotal -----> | | | | | | | 54570.49 | .00 | 54570.49 |

VENDOR I.D.: \C064 (FUNG LING ANNIE CHAN)

| | | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|--|-------|-----|-------|
| 000C50401- | MQ CUSTOMER REFUND FOR CHA0246 | 05/01/25 | 05-25 | Z | 59450 | | 48.16 | .00 | 48.16 |
| | | 05/01/25 | 11-25 | | | | | | |
| ** Vendor's Subtotal -----> | | | | | | | 48.16 | .00 | 48.16 |

VENDOR I.D.: \C065 (CHRISTINA CRUZ)

| | | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|--|-------|-----|-------|
| 000C50401- | MQ CUSTOMER REFUND FOR CRU0054 | 05/01/25 | 05-25 | Z | 59450 | | 83.85 | .00 | 83.85 |
| | | 05/01/25 | 11-25 | | | | | | |
| ** Vendor's Subtotal -----> | | | | | | | 83.85 | .00 | 83.85 |

VENDOR I.D.: \H021 (CHARLES HAGGARTY)

| | | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|--|--------|-----|--------|
| 000C50401- | MQ CUSTOMER REFUND FOR HAG0058 | 05/01/25 | 05-25 | Z | 59450 | | 118.16 | .00 | 118.16 |
| | | 05/01/25 | 11-25 | | | | | | |
| ** Vendor's Subtotal -----> | | | | | | | 118.16 | .00 | 118.16 |

VENDOR I.D.: \H022 (MAMDOUH HIZAM HASSIN)

| | | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|--|-------|-----|-------|
| 000C50401- | MQ CUSTOMER REFUND FOR HAS0011 | 05/01/25 | 05-25 | Z | 59450 | | 40.34 | .00 | 40.34 |
| | | 05/01/25 | 11-25 | | | | | | |
| ** Vendor's Subtotal -----> | | | | | | | 40.34 | .00 | 40.34 |

VENDOR I.D.: \H023 (RENN SAPANLAY & SAMANTHA HIPPLE)

| | | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|--|-------|-----|-------|
| 000C50401- | MQ CUSTOMER REFUND FOR HIP0008 | 05/01/25 | 05-25 | Z | 59450 | | 63.28 | .00 | 63.28 |
| | | 05/01/25 | 11-25 | | | | | | |
| ** Vendor's Subtotal -----> | | | | | | | 63.28 | .00 | 63.28 |

VENDOR I.D.: \H024 (YEN HO)

| | | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|--|--------|-----|--------|
| 000C50401- | MQ CUSTOMER REFUND FOR HO 0077 | 05/01/25 | 05-25 | Z | 59450 | | 132.43 | .00 | 132.43 |
| | | 05/01/25 | 11-25 | | | | | | |
| ** Vendor's Subtotal -----> | | | | | | | 132.43 | .00 | 132.43 |

VENDOR I.D.: \J005 (XIAO JIAN)

REPORT.: May 05 25 Monday
 RUN....: May 05 25 Time: 09:25
 Run By.: Wendy Bellinger

WESTBOROUGH WATER DISTRICT
 Accounts Payable Cash Requirements

PAGE: 003
 ID #: PY-RP
 CTL.: 000

Control Date.: 05/05/25 Posting Period.: 05 25 Fiscal Period.: (11-25) Cash Account No.: 13110

VENDOR I.D.: \J005 (XIAO JIAN)

| Invoice No | Description | Invoice Date | Actual Period | Tm | G/L Account # | Gross Amount | Discount Amount | Net Amount |
|-----------------------------|--------------------------------|--------------|---------------|----|---------------|--------------|-----------------|------------|
| 000C50401- | MQ CUSTOMER REFUND FOR JIA0010 | 05/01/25 | 05-25 | Z | 59450 | 82.89 | .00 | 82.89 |
| | | 05/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 82.89 | .00 | 82.89 |

VENDOR I.D.: \L009 (RICHARD LAU)

| | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|--------|-----|--------|
| 000C50401 | MQ CUSTOMER REFUND FOR LAU0089 | 05/01/25 | 05-25 | Z | 59450 | 111.44 | .00 | 111.44 |
| | | 05/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 111.44 | .00 | 111.44 |

VENDOR I.D.: \O006 (ROBERT OROZCO)

| | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|-------|-----|-------|
| 000C50401- | MQ CUSTOMER REFUND FOR ORO0002 | 05/01/25 | 05-25 | Z | 59450 | 75.89 | .00 | 75.89 |
| | | 05/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 75.89 | .00 | 75.89 |

VENDOR I.D.: \R001 (SANDY RUSLANI)

| | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|--------|-----|--------|
| 000C50401- | MQ CUSTOMER REFUND FOR RUS0009 | 05/01/25 | 05-25 | Z | 59450 | 109.38 | .00 | 109.38 |
| | | 05/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 109.38 | .00 | 109.38 |

VENDOR I.D.: \S013 (RIZA SCHLICHT)

| | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|-------|-----|-------|
| 000C50401- | MQ CUSTOMER REFUND FOR SCH0054 | 05/01/25 | 05-25 | Z | 59450 | 84.81 | .00 | 84.81 |
| | | 05/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 84.81 | .00 | 84.81 |

VENDOR I.D.: \S014 (MICHAEL SOON)

| | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|--------|-----|--------|
| 000C50401- | MQ CUSTOMER REFUND FOR SOO0022 | 05/01/25 | 05-25 | Z | 59450 | 111.35 | .00 | 111.35 |
| | | 05/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 111.35 | .00 | 111.35 |

VENDOR I.D.: \V005 (ELVIRA VENGCO)

| | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|-------|-----|-------|
| 000C50401- | MQ CUSTOMER REFUND FOR VEN0002 | 05/01/25 | 05-25 | Z | 59450 | 29.38 | .00 | 29.38 |
| | | 05/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 29.38 | .00 | 29.38 |

VENDOR I.D.: \W018 (ARIANA MILLER & ALAN WIEDERMAN)

| | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|-------|-----|-------|
| 000C50401- | MQ CUSTOMER REFUND FOR WIE0002 | 05/01/25 | 05-25 | Z | 59450 | 57.08 | .00 | 57.08 |
| | | 05/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 57.08 | .00 | 57.08 |

VENDOR I.D.: \Z003 (HIYAM ZAROOR)

| | | | | | | | | |
|-----------------------------|--------------------------------|----------|-------|---|-------|-------|-----|-------|
| 000C50401- | MQ CUSTOMER REFUND FOR ZAR0021 | 05/01/25 | 05-25 | Z | 59450 | 35.81 | .00 | 35.81 |
| | | 05/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | 35.81 | .00 | 35.81 |

VENDOR I.D.: \Z012 (JLALE ZHI)

Control Date.: 05/05/25 Posting Period.: 05-25 Fiscal Period.: (11-25) Cash Account No.: 13110

VENDOR I.D.: \Z012 (JLALE ZHI)

| Invoice | No | Description | Invoice Date | Actual Period | | G/L Account # | Gross Amount | Discount Amount | Net Amount |
|--|----|--------------------------------|-----------------|------------------|----|---------------|-----------------|--------------------|---------------|
| | | | Due Date | Fiscal | Tm | Discount | | | |
| 000CS0401 | | MQ CUSTOMER REFUND FOR ZHI0001 | 05/01/25 | 05-25 | Z | 59450 | 90.44 | .00 | 90.44 |
| | | | 05/01/25 | 11-25 | | | | | |
| ** Vendor's Subtotal -----> | | | | | | | 90.44 | .00 | 90.44 |
| ** Report's Total -----> | | | | | | | 61606.38 | .00 | 61606.38 |
| ===== | | | | | | | | | |
| ** Total Vendors On This Report -----> | | | | | | | | | 28 |
| ===== | | | | | | | | | |
| ** Total Vendors Needing Checks -----> | | | | | | | | | 28 |
| ===== | | | | | | | | | |

| Code | Title |
|------|-----------|
| A | IMMEDIATE |

5/2/2025

Westborough Water District
2024 Five Year Capital Improvement Program
Water Distribution

| Project Number | Project Name Programed Projects | 2024 Dollars | 2024-2025 | 105.0% 2025-2026 | 110.3% 2026-2027 | 115.8% 2027-2028 | 121.6% 2028-2029 | Total |
|--|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| W20-13 | Skyline Tank No. 3 Improvements | \$ 2,100,000 | \$ 1,200,000 | \$ 945,000 | | | | \$ 2,145,000 |
| W20-12 | Skyline Tank No. 2 Improvements | \$ 2,340,000 | \$ 300,000 | \$ 850,000 | \$ 1,642,725 | | | \$ 2,792,725 |
| W20-03 | King Drive Improvements | \$ 1,675,000 | | | \$ 200,000 | \$ 1,707,497 | | \$ 1,907,497 |
| W20-02 | Christen Hill Tank Water Main Improvements | \$ 1,400,000 | | | | \$ 200,000 | \$ 1,458,608 | \$ 1,658,608 |
| W20-11 | Skyline Tank No. 1 Improvements (Design Only) | \$ 250,000 | | | | | \$ 250,000 | \$ 250,000 |
| W20-38 | Inline Water Valves, Partial and Phased | \$ 1,400,000 | | | \$ 400,000 | \$ 400,000 | \$ 600,000 | \$ 1,400,000 |
| | Meter Replacement | \$ 800,000 | | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 200,000 | \$ 800,000 |
| Total Programed Projects | | \$ 9,965,000 | \$ 1,500,000 | \$ 1,995,000 | \$ 2,442,725 | \$ 2,507,497 | \$ 2,508,608 | \$10,953,829 |
| Available Roll Over From Previous Fiscal Year | | | \$ - | \$ 1,369,000 | \$ 3,364,000 | \$ 5,806,725 | \$ 8,314,222 | |
| Total: | | | \$ 1,500,000 | \$ 3,364,000 | \$ 5,806,725 | \$ 8,314,222 | \$10,822,829 | |
| Actual Spent (As of March 31, 2025) | | | \$ 131,000 | \$ - | \$ - | \$ - | \$ - | \$ 131,000 |
| Available Roll Over to Next Fiscal Year | | | \$ 1,369,000 | \$ 3,364,000 | \$ 5,806,725 | \$ 8,314,222 | \$10,822,829 | |
| Average CIP per year | | \$ 2,190,766 | | | | | | |

**Unanimously Adopted by Board of Directors
on May 2, 2024**

| | |
|-----------------------|---------------------|
| Programed Projects | \$9,965,000 |
| Unprogrammed Projects | \$34,277,000 |
| 2024 Total | \$44,242,000 |

ASSUMPTIONS

| | |
|------------------------------|-----------|
| Assumed Inflation Rate: | 5% |
| Linear foot Cost for 8" DIP | \$ 450 |
| Linear foot Cost for 10" DIP | \$ 500 |
| Linear foot Cost for 12" DIP | \$ 550 |
| Cost per Service | \$ 5,000 |
| Cost per Hydrant | \$ 15,000 |

5/2/2025

**Westborough Water District
2024 Five Year Capital Improvement Program
Water Distribution**

Unprogrammed Projects

| | | |
|--------|---|--------------|
| W20-04 | Myrna Lane Improvements | \$ 390,000 |
| W20-05 | Callan Park Cross Country Abandonment | \$ 1,995,000 |
| W20-07 | Callan Blvd Pump Station | \$ 3,405,000 |
| W20-08 | Callan Blvd Improvements | \$ 2,600,000 |
| W20-09 | Daly City Emergency Intertie | \$ 445,000 |
| W20-10 | Skyline Tank Site Improvements | \$ 815,000 |
| W20-11 | Skyline Tank No. 1 Improvements (Construction) | \$ 1,200,000 |
| W20-14 | Westborough Blvd Improvements | \$ 2,950,000 |
| W20-15 | Shannon Drive Development Improvements | \$ 195,000 |
| W20-16 | City of San Bruno Emergency Inter-Tie | \$ 770,000 |
| W20-17 | Wexford Avenue Abandonment | \$ 136,000 |
| W20-18 | Shannon Drive Abandonment | \$ 670,000 |
| W20-19 | Vista Court Fire Hydrants | \$ 56,000 |
| W20-20 | Callan Blvd Zone 2 Loop Closure | \$ 1,165,000 |
| W20-21 | Westborough Park Abandonments - Phase 1 | \$ 2,040,000 |
| W20-22 | Greendale Drive Area Cross Country Abandonments | \$ 1,855,000 |
| W20-23 | Greendale Drive Improvements - Phase 1 | \$ 390,000 |
| W20-24 | Greendale Drive Improvements - Phase 2 | \$ 960,000 |
| W20-25 | Palos Verdes Way Improvements | \$ 310,000 |
| W20-26 | Greendale Dr Z3 to Z2 PRV Improvements | \$ 525,000 |
| W20-27 | Greendale Dr Z2 to Z1 PRV Improvements | \$ 570,000 |
| W20-28 | Gellert Ct Z2 to Z1 PRV Improvements | \$ 570,000 |
| W20-29 | Wexford Avenue Loop Closures | \$ 730,000 |
| W20-30 | Westborough Blvd Zone 2 Blow-Offs | \$ 380,000 |
| W20-31 | Westborough Blvd Transmission Blowoffs | \$ 1,090,000 |
| W20-32 | Westborough Blvd Z2 to Z1 PRV Improvements | \$ 1,590,000 |
| W20-33 | Westborough Park Abandonments - Phase 2 | \$ 285,000 |
| W20-34 | Avalon Drive / Seville Way Improvements | \$ 800,000 |
| W20-35 | Gellert Blvd Ridge Improvements | \$ 2,800,000 |
| W20-36 | Galway Drive Improvements | \$ 260,000 |
| W20-37 | Westborough Pump Station Improvements | \$ 310,000 |
| W20-38 | Inline Water Valves | \$ 1,965,000 |
| W20-41 | Office Remodel & Expansion - Phase 1 | \$ 55,000 |

Total Unprogrammed Projects \$34,277,000

memo san jose

to: Brandon Laurie, Project Engineer

from: Christina Lau, Senior Project Manager

re: Westborough Water District Skyline Tank No. 3 Retrofit Project

date: March 5, 2025

Below is MIG's documentation for a Categorical Exemption for Westborough Water District Skyline Tank No. 3 Retrofit Project. Please review the stated Best Management Practices (BMPs) which will be required to be included as part of the Plans and Specifications prepared for the project and implemented by the contractor and/or the Westborough Water District.

1. Introduction

The Westborough Water District is proposing seismic retrofit improvements to existing Skyline Tank No. 3 at 171 Sharp Park Road in the City of Pacifica (Figure 1). The site contains three existing tanks and Tank No. 3 is a welded steel, above ground potable water storage tank with a 1.88-million gallon capacity, located at the northwest side of the site, adjacent to the maintenance storage building. Tank No. 3 is 32 feet in height and 100 feet in diameter. The proposed retrofits will structurally modify the tank to improve earthquake resiliency. Work will include roof strengthening, tank anchorage and foundation uplift improvements. See Project Characteristics, below.

Westborough Water District has reviewed this project description, the Best Management Practices (BMPs) incorporated into the project, and the potential environmental effects of implementing the proposed project, as described below. Based on this information, it is determined that the project is exempt from further CEQA analysis under Section 15301(b), Class 1 as described below.

- CEQA Guidelines Section 15301(b) provides a Class 1 Categorical Exemption for the operation, repair, maintenance, or minor alteration of existing facilities involving negligible or no expansion of an existing use.

Pending Westborough Water District's approval of the project and acceptance of the stated BMPs, a Notice of Exemption for the project will be filed with the San Mateo County Clerk's office.

This CEQA evaluation has been prepared based on information provided by the Westborough Water District and its engineers, ZFA Structural Engineers and Pakpour Consulting Group. Should the project change from what is described and evaluated in this document, Westborough Water District would need to reevaluate the project to ensure it still qualifies for the CEQA exemption listed above.

2. Project Description

2.1 Project Location and Site Description

The project is located in the City of Pacifica on Sharp Park Road, west of Skyline Boulevard and South of Skyridge Drive, on a parcel with two additional water storage tanks. The site is accessed via small driveways on Sharp Park Road, south of the tank, and at the intersection of Skyridge Road at Skyline Boulevard, north of the project site. The project site is surrounded by single-family residences to the west and north, Skyline Boulevard and multi-family residences to the east, and Westborough Boulevard and multi-family residences to the south. The Milagra Ridge Open Space Preserve is located beyond the residences to the west of the project site.

2.2 Project Characteristics

The project would involve widening the existing 26-inch ring wall foundation around Tank No. 3 by 18 inches (44 inches total), installation of micropiles within the new ring wall, installing new rafters between existing rafters and bracing the existing rafters. The extension of the foundation would involve installing 27 evenly spaced micropiles within the ring wall. The new micropiles would extend approximately 20 feet below ground. The roof retrofit includes providing new rafters spanning approximately 6 feet between the existing rafters and providing bracing for the existing rafters at 9 feet on center spacing. New anchoring would be provided to improve tank anchorage to the foundation. See Figure 2.

2.4 Construction

Construction equipment would include excavators, pavers and rollers, pickup truck(s), a dump truck, a cement truck, a crane, a dozer, a scraper, and a micropile drill. The project would require 310 cubic yards (CY) of soil cut/off-haul to install the foundation and micropiles. The project would also require approximately 73 CY of concrete for the ringwall, and approximately 7 CY of grout for the micropiles. Construction access will be from the site's southern driveway at 171 Sharp Park Road, just west of Skyline Blvd, and equipment staging for construction will occur on the project site.

Construction is anticipated to start between June 2025 and end around January 2025 (approximately seven to eight months). Project phasing will occur in the following order:

1. Site Prep (1 week)
2. Decommissioning (1 week)
3. Excavation (3 weeks)
4. Foundation work (10 weeks)
5. Micropiles (1 week)
6. Tank strengthening (5 weeks)
7. Coating repairs (6 weeks)
8. Restoration (2 weeks)

Construction activities would occur only during the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, unless otherwise approved by the District under special circumstances.

2.5 BMPs

BMPs are incorporated into the project to minimize and avoid impacts to resources during project construction. The project would include the following BMPs in the project plans and specifications.

Air Quality

BMP-1: Air Quality and Dust Controls. The Westborough Water District and/or its contractor shall implement the following Basic Construction Measures identified by the Bay Area Air Quality Management District (BAAQMD) (Table 5-2 of 2022 CEQA Guidelines):

1. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day, or as needed.
2. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
3. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day, or as needed. The use of dry power sweeping is prohibited.
4. All vehicle speeds on unpaved roads shall be limited to 15 miles per hour.

5. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible.
6. All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 mph.
7. All trucks and equipment, including their tires, shall be washed off prior to leaving the site.
8. Post a publicly visible sign with the telephone number and person to contact regarding dust complaints. The designated contact shall respond and take corrective action within 48 hours. The publicly visible sign shall also include the contact phone number for the BAAQMD to ensure compliance with applicable regulations.

Biological Resources

BMP-2: Nesting Bird Surveys. Construction and all tree trimming shall occur outside of the bird nesting season if possible (defined as the time between September 16th and January 31st). If construction is initiated or tree trimming occurs during the bird nesting season between February 1st and September 15th, a qualified biologist shall perform a pre-construction survey to identify active bird nests. The pre-construction survey shall take place no more than five days prior to the start of construction or tree trimming, and if more than five days pass prior to the start of construction or tree trimming, another pre-construction survey shall be required. The survey shall include all trees and shrubs in the project footprint, and all trees and shrubs within a 250-foot radius of the project site. If an active, native bird nest is found during the survey, the biologist shall designate a construction-free buffer zone (typically 1,000 feet for raptors and 250 feet for other birds, but this sometimes can be reduced in urban areas) around the nest to remain in place until the young have fledged. Work shall halt in the area and the qualified biologist shall be contacted immediately if a bird nest is discovered during construction or tree trimming activities.

BMP-3: Tree Protection. The project shall establish a trunk protection zone around the root zones of any trees protected under the City of Pacifica Tree Preservation Ordinance (Municipal Code Title 4, Chapter 12) within the work area using orange construction fencing or similar. No construction or excavation shall occur within the trunk protection zone, no construction equipment or materials shall be stored within the trunk protection zone, and no construction fuels or fluids shall be allowed to enter the trunk protection zone. Pruning of more than fifteen percent (15%) of the functioning leaf and stem area of a protected tree or any pruning roots that are two inches (2") in diameter or greater ("significant pruning") requires a permit from the City of Pacifica Public Works Director.

Cultural Resources and Tribal Cultural Resources

BMP-4: Cultural and Tribal Cultural Resources. The Westborough Water District and/or its contractor shall implement the following BMPs during project construction to avoid potential impacts on unanticipated and previously unknown cultural resources:

1. The District shall retain a Professional Archaeologist on an "on-call" basis during ground disturbing construction to review, identify and evaluate any potential cultural resources¹ that may be inadvertently exposed during construction. The archaeologist shall review and evaluate any discoveries to determine if they are historical resource(s) and/or unique archaeological resources under the California Environmental Quality Act (CEQA).
2. If the Professional Archaeologist determines that any cultural resources exposed during construction constitute a historical resource and/or unique archaeological resource under CEQA, he/she shall notify the District and other appropriate parties of the evaluation and recommend mitigation measures to mitigate to a less than significant impact in accordance with California Public Resources Code Section 15064.5. Mitigation measures may include avoidance, preservation in place, recordation, additional archaeological testing and data

¹ Significant prehistoric cultural resources are defined as human burials, features or other clusterings of finds made, modified or used by Native American peoples in the past. The prehistoric and protohistoric indicators of prior cultural occupation by Native Americans include artifacts and human bone, as well as soil discoloration, shell, animal bone, sandstone cobbles, ashy areas, and baked or vitrified clays.

Prehistoric materials may include:

- a. Human bone - either isolated or intact burials.
- b. Habitation (occupation or ceremonial structures as interpreted from rock rings/features, distinct ground depressions, differences in compaction (e.g., house floors).
- c. Artifacts including chipped stone objects such as projectile points and bifaces; groundstone artifacts such as manos, metates, mortars, pestles, grinding stones, pitted hammerstones; and, shell and bone artifacts including ornaments and beads.
- d. Various features and samples including hearths (fire-cracked rock; baked and vitrified clay), artifact caches, faunal and shellfish remains (which permit dietary reconstruction), distinctive changes in soil stratigraphy indicative of prehistoric activities.
- e. Isolated artifacts

Historic cultural materials may include finds from the late 19th through early 20th centuries. Objects and features associated with the Historic Period can include.

- a. Structural remains or portions of foundations (bricks, cobbles/boulders, stacked field stone, postholes, etc.).
- b. Trash pits, privies, wells and associated artifacts.
- c. Isolated artifacts or isolated clusters of manufactured artifacts (e.g., glass bottles, metal cans, manufactured wood items, etc.).
- d. Human remains.

In addition, cultural materials including both artifacts and structures that can be attributed to Hispanic, Asian and other ethnic or racial groups are potentially significant. Such features or clusters of artifacts and samples include remains of structures, trash pits, and privies.

recovery among other options. The completion of a formal Archaeological Monitoring Plan (AMP) and/or Archaeological Treatment Plan (ATP) that may include data recovery may be recommended by the Professional Archaeologist if significant archaeological deposits are exposed during ground disturbing construction. Development and implementation of the AMP and ATP and treatment of significant cultural resources will be determined by the District in consultation with any regulatory agencies.

3. Pursuant to Section 7050.5 of the Health and Safety Code and Section 5097.94 5097.98 and 5097.99 of the Public Resources Code of the State of California, in the event of the discovery of human remains during construction, the construction manager shall stop work and notify the San Mateo County Coroner and Westborough Water District. If the Coroner determines that the remains are not subject to his/her authority, he/she shall notify the Native American Heritage Commission (NAHC) who shall attempt to identify the Most Likely descendant of the deceased.

Geology and Soils

BMP-5: Paleontological Resources. In the event that any paleontological resources are encountered at any time during construction, it will be the responsibility of the construction project manager to stop work within 50 feet of any discovery and contact a qualified paleontologist who meets the Society of Vertebrate Paleontology's qualifications. Work in the area shall be suspended until the paleontologist prepares a plan for the evaluation of the resource and the plan is submitted to Westborough Water District for approval.

Hazardous Materials

BMP-6: Hazardous Materials. The project's construction General Provisions shall contain guidance in the event hazardous materials are encountered during construction and the necessary steps taken to address the hazard.

Hydrology/Water Quality

BMP-7: Water Quality During Construction.

The contractor shall comply with the applicable provisions of the State Water Resources Control Board NPDES 2022 Construction Stormwater General Permit (Construction Stormwater General Permit Order 2022-0057-DWQ, adopted September 8, 2022) to reduce stormwater runoff pollution, erosion and sedimentation during the construction period of the project.

The contractor shall implement stormwater pollution prevention BMPs that could include, but not be limited to the use of fiber rolls, storm drain inlet protections,

berms, covered stockpiles, and avoiding paving or sealing in wet weather and avoiding washing down excess material into storm drain inlets..

Noise

BMP-8: Construction Noise Hours. The City of Pacifica Municipal Code states that all construction and related activities shall be permitted only during 7:00 A.M. to 7:00 P.M. on Monday, Tuesday, Wednesday, Thursday, and Friday. The hours of construction shall be limited to 9:00 A.M. to 5:00 P.M. on Saturday and Sunday. Construction equipment including compressors, backhoe, etc. will not be turned on to idle prior to 8:00 A.M. As noted in the project description, the project's construction hours shall be 8:00 A.M. to 5:00 P.M. – Monday thru Friday only, unless otherwise approved by the District under special circumstances. Therefore, construction noise would be within the permitted hours of the City of Pacifica municipal Code.

3. CEQA Analysis

Projects resulting in a physical change to the environment are subject to review under the California Environmental Quality Act (CEQA; Pub. Resources Code § 21000 et seq.) and the CEQA Guidelines (14 CCR §15000 et seq.).

The proposed project qualifies for a CEQA Guidelines Section 15301 (b) - Class 1 Exemption because the project would implement minor alterations to an existing facility that would result in negligible or no expansion of its existing use and no increase in capacity. Project consistency with these CEQA Guidelines is described below.

3.1 Class 1 Categorical Exemption, Existing Facilities

CEQA Guidelines. Per CEQA Guidelines Section 15301:

Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion or existing or former use. The types of "existing facilities" itemized below are not intended to be all-inclusive of the types of projects which might fall within Class 1. The key consideration is whether the project involves negligible or no expansion of use.

Examples include but are not limited to:

- (b) Existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage, or other public utilities services

Project Consistency. As described above in the Project Description, Westborough Water District is proposing to seismically retrofit an existing water storage tank to bring the structure up to current seismic standards. The project involves widening the existing foundation around the tank, installing micropiles, and adding new bracing of the tank roof. The project includes minor alterations to an existing public facility, which would result in no expansion of the existing use. There would be no change in operation of the water tank as a result of the project.

3.2 Exceptions to Categorical Exemptions

Section 15300.2 lists the “exceptions” to CEQA exemptions, or situations in which a Categorical Exemption cannot be used for a project. These are:

- (a) **Location.** The location exception only applies to CE Classes 3, 4, 5, 6, and 11. According to Section 15300.2(a), a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. The proposed project falls under Class 1, which applies to maintenance, repairs, and minor alterations to existing facilities. Therefore, this exception does not apply to the proposed project.
- (b) **Cumulative Impact.** The project is located adjacent to residential neighborhoods at the corner of Sharp Park Road and Skyline Boulevard. Other projects that could occur concurrently with the proposed project include home renovation and rebuild projects in the surrounding neighborhood. However, according to the City of Pacifica’s active planning application list, no new large home developments are anticipated in the area as it is currently built out with existing residential development (Pacifica 2024). Project impacts would be temporary for the duration of construction.

As such, the impacts of the proposed project would not combine or overlap with other large projects to result in a cumulatively considerable impact.

- (c) **Significant Effect Due to Unusual Circumstances.** CEQA Guidelines state that a categorical exemption shall not be issued for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

The project site is located in an urban area surrounded by residential neighborhoods and paved streets.

Air Quality: The proposed project is located in the San Francisco Bay Area Air Basin (SFBAAB), an area of non-attainment for national and state ozone (O₃), state particulate matter (PM₁₀), and national and state fine particulate matter (PM_{2.5}) air quality standards (BAAQMD 2017). The BAAQMD is responsible for maintaining air quality and regulating emissions of criteria and toxic air pollutants within the SFBAAB. The BAAQMD CEQA Guidelines

(2022) recommend a series of “basic” and “additional” measures to manage short-term construction emissions. For all projects, the BAAQMD recommends implementation of eight Basic Construction Mitigation Measures (BAAQMD 2022) to reduce construction emissions; these basic measures are also used to meet the BAAQMD’s BMPs threshold of significant for construction fugitive dust emissions. These basic measures are included as part of the project (see BMPs listed under BMP-1: Air Quality and Dust Controls, above).

Hydrology: The project site is almost entirely paved except for landscaping along the sides of the sidewalk. All paved areas disturbed by the project would be repaved following construction. The project would not add any new impervious surfaces to the site therefore, there would be no increase in stormwater runoff quantity or velocity and the project does not introduce new uses that could introduce new sources of polluted runoff at the site.

Biological Resources: MIG reviewed the following sources for special-status species and sensitive habitats that could occur on or near the project alignment:

- California Natural Diversity Database (CNDDDB) Rarefind 5 (CNDDDB, 2024)
- U.S. Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPAC) Species Lists (IPAC, 2024)
- National Wetlands Inventory (NWI, 2024)

In addition, a MIG biologist conducted a reconnaissance-level biological survey of the project alignment on January 25, 2024. The results of the background review and survey are summarized below.

Vegetation and Wildlife

The project site is in a low density residential neighborhood with mostly planted and landscape vegetation. Vegetation at the site consists of primarily Monterey cypress trees (*Hesperocyparis macrocarpa*) with an understory of nonnative species such as Himalayan blackberry (*Rubus armeniacus*), cotoneaster (*Cotoneaster* sp.), cape ivy (*Delairea odorata*), English ivy (*Hedera helix*), French broom (*Genista monspessulana*), Pampas grass (*Cortaderia selloana*), and periwinkle (*Vinca major*). There is also at least one Monterey pine tree (*Pinus radiata*), and a small area with native willows (*Salix* sp.).

American crow (*Corvus brachyrhynchos*) was the only wildlife species observed at the project site. However, other wildlife common in urban areas is also likely present, such as Anna’s hummingbird (*Calypte anna*), California scrub jay (*Aphelocoma californica*), northern mockingbird (*Mimus*

polyglottos), California towhee (*Melospiza crissalis*), house finch (*Haemorrhous mexicanus*), and fox squirrel (*Sciurus niger*), and others.

Special-Status Species

A review of the CNDDDB and IPAC Species Lists (2024) indicated that there are records of special-status species in the project vicinity. However, all of these species have specialized habitat requirements such as coastal saltmarsh, wetlands, riparian vegetation, or serpentine soils that are not present on or near the project sites. There is no USFWS-designated critical habitat within or near the project site. There is no suitable habitat for special-status species within or near the project site. Therefore, the proposed project would not impact special-status species.

Nesting Birds and Roosting Bats

Trees and shrubs on the project site provide habitat for nesting birds protected by the federal Migratory Bird Treaty Act (MBTA) and the California Fish and Game Code (Section 3503). The proposed project would not require removal of trees or other woody vegetation. However, project construction would require the use of heavy equipment that could cause disturbance or nest abandonment to nearby nesting birds. The project may also require tree trimming. If construction is initiated during the nesting bird season (February 1 to September 15), BMP-2 Nesting Bird Surveys would avoid impacts to nesting birds.

Although roosting bats are also protected by the California Fish and Game Code as nongame mammals (Sections 4150-4155), the project is not expected to impact them because the project would not include removal of trees or structures that could provide bat roosting habitat. The water tank itself does not provide suitable bat roosting habitat.

Aquatic Features and Sensitive Habitat

There are no streams, wetlands, or other aquatic features on or near the project site and there is no riparian or other sensitive habitat on or near the site (NWI, 2024; verified during site visit). Therefore, the project would not impact aquatic features or sensitive habitats.

Wildlife Movement and Nursery Sites

The proposed project is the retrofit of an existing water tank and would not impact wildlife movement or nursery sites. There are existing roads and houses in the project area that could limit wildlife movement, however the proposed project would not change wildlife movement conditions in the project area compared to existing conditions. There are no known wildlife

nursery sites such as a heron rookery or fish spawning site in the project area.

Local Policies Protecting Biological Resources and HCPs/NCCPs

Trees protected by the City of Pacifica's Tree Preservation Ordinance (Municipal Code Title 4, Chapter 12 Tree Preservation) include the following:

- (1) All trees on public and private property within the City of Pacifica, which have a trunk with a diameter of twelve (12") inches or greater at DBH (diameter at breast height).
- (2) Any heritage tree designated by the Director.
- (3) Any groves of trees.
- (4) Eucalyptus and any species determined invasive by the California Invasive Plants Council are not protected by this chapter, except groves of trees and as the director may deem otherwise.

The ordinance prohibits storing construction equipment or materials within the trunk protection zone of a protected tree, applying harmful or deleterious substance within the trunk protection zone of a protected tree, and other actions which may harm protected trees (Municipal Code Section 4-12-03).

Some of the Monterey cypress trees on the project site are likely large enough to qualify as protected trees under the City of Pacifica Tree Preservation Ordinance. BMP-3 would prevent any impacts to protected trees.

As described in the previous sections, the project would have minimal impacts to biological resources, and therefore would not conflict with policies in the Pacifica General Plan (City of Pacifica, 2022) or Municipal Code (City of Pacifica, 2023) protecting biological resources.

No habitat conservation plan (HCP) or natural community conservation plan (NCCP) applies to the site; therefore, the project would not conflict with an HCP or NCCP.

- (d) **Scenic Highways.** A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

The project does not require the removal of scenic features such as trees. The project site is not located within a state designated scenic highway, nor is the project site visible from a state designated scenic highway. Several highways located in the vicinity of the project site (State Route 25/ Skyline Boulevard to the east of the project site and State Route 1/Cabrillo Highway two miles to the west) are eligible for State scenic highway designation, however do not have official designated status yet. Therefore, there would be no adverse impacts to an officially designated state scenic highway. This exception does not apply to the project.

- (a) **Hazardous Waste Sites.** A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

A search of the EnviroStor Database on the Department of Toxic Substances Control website revealed the project site is not listed on the Cortese List pursuant to Section 65962.5 nor are there any active Cortese List sites within 1,000 feet of the project site (DTSC 2024). There is one leaking underground tank site within 1,000 feet but its cleanup status is noted as "Completed – Case Closed" (DTSC 2024). Additionally, the project involves a limited construction period and excavated materials would be off-hauled to appropriate disposal sites. Therefore, this exception does not apply to the project.

- (b) **Historical Resources.** Basin Research Associates prepared an Archaeological Review in Support of Environmental Clearance for the proposed project (Basin 2024). The review involved a record search of a 1,000-foot radius of the project site by the California Historical Resources System, Northwest Information Center (CHRIS/NWIC). In addition, a review of the Sacred Lands File was conducted by the Native American Heritage Commission (NAHC), outreach was provided to the Native American Tribes and individuals recommended by the NAHC, a review of published compendiums including the National Register of Historic Places and California Register of Historical Resources was conducted, an archival review was conducted of literature and records on file with Basin Research Associates, and findings and effects of the project on cultural properties were made and recommendations prepared. The following is a summary of Basin's findings:

1. The CHRIS/NWIC record search (File No. 23-0692 by Murrazzo 2023) was negative for recorded and or reported archaeological sites, built environment resources in or adjacent to (within 1,000 feet) the project site.
2. No listed or known National Register of Historic Places and or California Register of Historical Resources have been identified in

or adjacent to the project site. No significant or potentially significant local, state or federal cultural resources/historic properties, landmarks, points of interest, etc. have been identified within or adjacent to the project site.

3. No known ethnographic Native American villages, trails, traditional use areas or contemporary use areas and/or other features of cultural significance have been identified within or adjacent to the project site.
4. No known potential Hispanic Period archaeological resources (e.g., adobe dwellings or other structures, features, etc.) have been reported or identified within or adjacent to the project site.
5. The NAHC search of the SLF for the project site was negative. Ten locally knowledgeable Native American individuals listed by the NAHC were contacted to determine if "tribal cultural resources" are/were present. No responses in regard to tribal cultural resources were received.
6. No known significant or listed American Period cultural resources have been identified in and/or adjacent to the project site.

The available records and literature suggest a very low potential for the exposure of historic resources or unique archaeological resources within or adjacent to the project site.

Measures to protect cultural resources inadvertently discovered during construction would be included in project plans and specifications as specified in the BMP-4, above.

4. Conclusions

Based on the above analysis it is determined that the project qualifies as exempt from further CEQA analysis under CEQA Guidelines Section 15301 (b) - Class 1 Categorical Exemption.

References:

- Basin Research Associates. 2024. Memorandum - Archaeological Review in Support of Environmental Clearance – Westborough Water District, Skyline Tank No. 3 Retrofit, City of Pacifica, San Mateo County. February 2.
- Bay Area Air Quality Management District. 2022. 2022 CEQA Guidelines. Revised April 20, 2023. Accessed at https://www.baaqmd.gov/~media/files/planning-and-research/ceqa/ceqa-guidelines-2022/ceqa-guidelines-chapter-5-project-air-quality-impacts_final-pdf.pdf?rev=de582fe349e545989239cbbc0d62c37a&sc_lang=en on January 25, 2024.
- Bay Area Air Quality Management District. 2017. Air Quality Standards and Attainment Status. Accessed at: <https://www.baaqmd.gov/about-air-quality/research-and-data/air-quality-standards-and-attainment-status> on April 15, 2024.
- California Department of Transportation (Caltrans). 2018. State Scenic Highway Map. Accessed October 2023 at <https://dot.ca.gov/programs/design/lap-landscape-architecture-and-community-livability/lap-liv-i-scenic-highways>.
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- City of Pacifica. 2024. Active Planning Applications List. Available: <https://www.cityofpacific.org/departments/planning/active-planning-applications-list>. Accessed February 2024.
- [NWI] National Wetlands Inventory. 2024. Wetlands Mapper. U.S. Fish and Wildlife Service Accessed February 2024 at <http://www.fws.gov/wetlands/Wetlands-Mapper.html>.
- U.S. Fish and Wildlife Service (USFWS). 2024. Information for Planning and Conservation (IPaC). Accessed February 2024 at: <https://ecos.fws.gov/ipac/>.
- ZFA Structural Engineers. 2025. Westborough Water District Skyline Tank No. 3 Structural Retrofit Foundation and Roof Framing Plan. March 3.



Source: Google Earth 2024

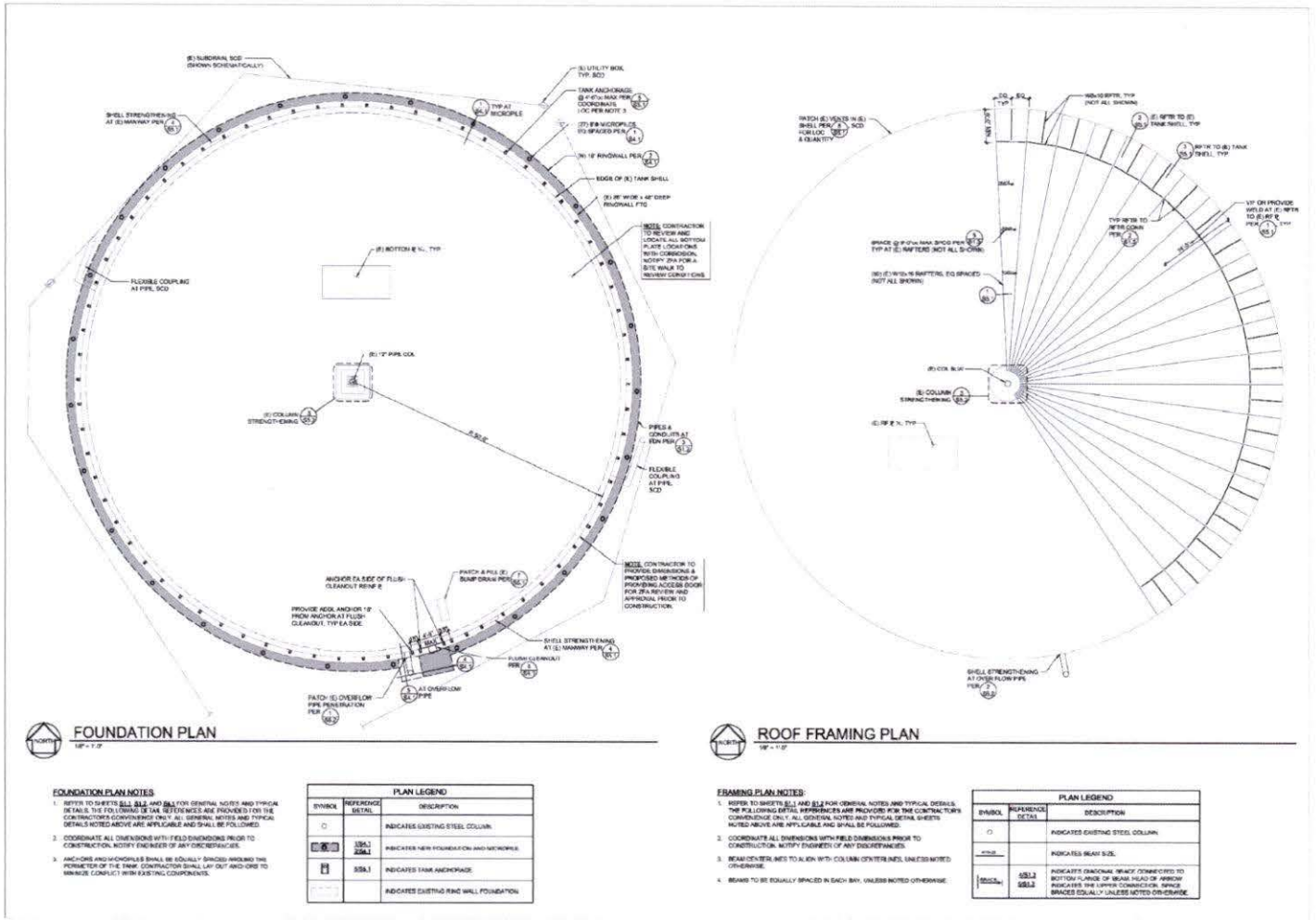
 Project Boundary


N
Not to Scale

Figure 1 Project Vicinity

Westborough Water District Skyline Tank No. 3 Retrofit Project





Source: ZFA Structural Engineers, 2025

Figure 2 Foundation and Roof Framing Plan
Westborough Water District Skyline Tank No. 3 Retrofit Project

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: San Mateo

555 County Center

Redwood City, CA 94063

From: (Public Agency): Westborough Water District

2263 Westborough Blvd

South San Francisco, CA 94080

(Address)

Project Title: Westborough Water District Skyline Tank No. 3 Retrofit Project

Project Applicant: Westborough Water District

Project Location - Specific:

171 Sharp Park Road, the City of Pacifica

Project Location - City: Pacifica

Project Location - County: San Mateo

Description of Nature, Purpose and Beneficiaries of Project:

The project would involve widening the existing 26-inch ring wall foundation around the Tank No. 3 by 18 inches (44 inches total), installation of micropiles within the new ring wall and new bracing of the inside of the tank roof. The extension of the foundation would involve installing 52 evenly spaced micropiles within the ring wall. The new micropiles would extend approximately 35 feet below ground. New bracing of the tank roof would involve installing 14-inch evenly spaced braces on the outer edge of the inside of the tank roof. New anchoring would be provided to improve tank anchorage to the foundation.

Name of Public Agency Approving Project: Westborough Water District

Name of Person or Agency Carrying Out Project: Westborough Water District

Exempt Status: (check one):

☐ Ministerial (Sec. 21080(b)(1); 15268);

☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));

☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

☒ Categorical Exemption. State type and section number: Class 1, Section 15301(b)

☐ Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The project would implement minor alterations to an existing facility that would result in negligible or no expansion of its existing use and no increase in capacity. All "exceptions" listed in Section 15300.2 are not applicable to the project.

Lead Agency

Contact Person: _____ Area Code/Telephone/Extension: _____

If filed by applicant:

1. Attach certified document of exemption finding.

2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Revised 2011

RESOLUTION NO. 685

**ADOPTING A CATEGORICAL EXEMPTION FOR THE
SKYLINE TANK NO. 3 STRUCTURAL RETROFIT
WESTBOROUGH WATER DISTRICT**

WHEREAS, the Westborough Water District ("District") has prepared an evaluation pursuant to the California Environmental Quality Act (CEQA) of the Skyline Tank No. 3 Structural Retrofit (the "Project"); and

WHEREAS, the evaluation concluded the Project qualifies for a Class 1 Categorical Exemption from CEQA and that the Project would not have a significant effect on the environment; and

WHEREAS, the Project specifications will include Best Management Practices as specified in the CEQA evaluation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Westborough Water District that:

1. The Board of Directors hereby finds and declares that, based upon its independent judgment following review of the CEQA evaluation and consideration of the record of the Project as a whole, there is no evidence before the District that the proposed Project will have a significant effect upon the environment; and

2. The Board of Directors finds that the Project will not have a significant effect on the environment and therefore adopts the Class 1 Categorical Exemption; and

3. The Board of Directors hereby adopts the Best Management Practices plan prepared in conjunction with the CEQA evaluation and directs that they be included in the Project's Plans and Specifications; and

4. The General Manager is directed to file a Notice of Exemption promptly with the County Clerk of San Mateo County; and

5. The record of this action shall be maintained by the District Secretary at the District's Administration Building, 2263 Westborough Blvd, CA 94080.

PASSED AND ADOPTED this 8th day of May, 2025, by the following votes:

AYES:

NOES:

ABSENT:

President, Board of Directors
Westborough Water District

ATTEST:

Secretary of the District



May 2, 2025

10025.14

Board of Directors
Westborough Water District
2263 Westborough Blvd
South San Francisco, CA 94080

**Subject: Skyline Tank No. 3 Structural Retrofit
Bid Results and Award Recommendation
Westborough Water District**

Dear Board Members,

The Westborough Water District (District) held a bid opening on April 15, 2025 at 2:00 pm for the Skyline Tank No. 3 Structural Retrofit (Capital Improvement Project No. W20-13). The District received 3 bids out of 11 prospective eligible bidders. They are listed in ascending order based on the lowest total bid price:

| | Bidders | Total Bid Price |
|---|--|-----------------|
| 1 | Euro Style Management | \$2,417,594 |
| 2 | Disney Construction | \$2,899,800 |
| 3 | Valentine Corporation | \$2,966,369 |
| | Engineer's Opinion of Probable Cost (EOPC) | \$2,613,000 |

The lowest responsive and responsible bidder for the project is Euro Style Management (ESM) with a bid of \$2,417,594, which is \$195,406 (~7%) lower than the EOPC and \$482,206 lower than the second lowest responsive bidder, Disney Construction.

In 2023 the structural engineer estimated the construction cost of this project to be \$1,560,000 based on the structural analysis prepared in 2019. This amount was used to prepare the District's five-year capital improvement program. When the project was approved for design in late 2024, the structural engineer updated the design based on current codes which required additional retrofitting of the tank. In addition, steel prices have risen dramatically over the past 6 months due to the ongoing tariff uncertainty. When the design was completed last month, the structural engineer prepared an Engineer's Opinion of Probable Cost (EOPC) at \$2,613,000. The lowest bid was \$195,406 (7%) lower than the EOPC. We do not anticipate steel prices lowering, let alone stabilizing over the next year and recommend awarding this project now.

May 9, 2024 – Page 2

Board of Directors – Christopher's Ln/Gerth Ln/Liddicoat Dr/Arastradero Rd Bid Results and Award Recommendation

Bid Analysis

Enclosed please find the Bid Analysis with cost breakdowns for each contractor's bid items and the Bid Checklist verifying responsiveness. We also analyzed each bid item ensuring no anomalies or busts; none were found, requiring further communication with ESM. We reviewed ESM's bid documents and found them in conformance with the project's minimum qualifications.

ESM has successfully completed domestic water tank structural retrofit related projects of similar scope and value with the City of Redwood City, City of Palo Alto, City of Roseville. ESM also completed the Skyline Tank No. 3 Exterior Coating for Westborough Water District in 2022 with great success and partnership.

Based on our analysis, *Pakpour Consulting Group* recommends the Board of Directors to authorize contract award to Euro Style Management in the amount of **\$2,417,594** as the lowest, responsive and responsible bidder.

Very truly yours,

Pakpour Consulting Group, Inc.

DocuSigned by:

FD1650F8C0904EA...
Joubin Pakpour, PE
District Engineer

Enclosures: Bid Analysis
Bid Checklist

Note to Contractors:

This recommendation will be presented to the Board of Directors at the WWD Board Meeting held on Thursday, May 8, 2025.

Pursuant to General Provision G3.08, any protest of the staff recommendation for award of contract must be submitted within 48 hours of your receipt of this letter (by Monday, May 5, 2025).

cc: Patricia Mairena, Westborough Water District, via email pmairena@westboroughwater.org
Michael Conneran, Hanson Bridgett, via e-mail mconneran@hansonbridgett.com
Brandon Laurie, Pakpour Consulting Group, via email blaurie@pcqengr.com
Hamed Khatibi, Pakpour Consulting Group, via email hkhatibi@pcqengr.com
Lilia Bugriyev, Euro Style Management, support@esm.cc
Vincent Diep, Disney Construction, via email estimating@disneyconstruction.com
Valentine Corporation, via email cwalsh@valentinecorp.com

J:\Projects\Westborough Water District - 10025.00\14-Skyline Tanks Structural Upgrades\02-Structural Upgrades\Correspondence\14-WWD-Board-25.05.02-Bid Results-Award Recommendation.docx

BID ANALYSIS
Skyline Tank No. 3 Structural Retrofit
Westborough Water District
Bid Opening - 4/15/25

| Bid Item No. | Item | QTY. | UNIT | Engineer's Estimate | | Euro Style Managment \$2,417,594 | | Disney Construction \$2,899,800 | | Valentine Corporation \$2,966,369 | | All Bidders Average | | All Bidders Average Less Engineers Estimate | | Bid Item Minimum | | Bid Item Maximum | |
|--------------|--------------------------------|------|------|---------------------|-----------------|-------------------------------------|-----------------|------------------------------------|-----------------|--------------------------------------|-----------------|---------------------|-----------------|--|---------------------|---------------------|-----------------|---------------------|-----------------|
| | | | | Unit Price | Total Price | Unit Price | Total Price | Unit Price | Total Price | Unit Price | Total Price | Unit Price | Total Price | Price Diff (+ or -) | Percent (+ or -) | Unit Price | Total Price | Unit Price | Total Price |
| 1 | Mobilization/Demobilization | 1 | LS | \$ 150,000.00 | \$ 150,000.00 | \$ 110,000.00 | \$ 110,000.00 | \$ 70,000.00 | \$ 70,000.00 | \$ 145,000.00 | \$ 145,000.00 | \$ 108,333.33 | \$ 108,333.33 | \$ (41,666.67) | -28% | \$ 70,000.00 | \$ 70,000.00 | \$ 145,000.00 | \$ 145,000.00 |
| 2 | Ringwall Extension/Catch Basin | 1 | LS | \$ 255,000.00 | \$ 255,000.00 | \$ 410,000.00 | \$ 410,000.00 | \$ 790,000.00 | \$ 790,000.00 | \$ 305,000.00 | \$ 305,000.00 | \$ 501,666.67 | \$ 501,666.67 | \$ 246,666.67 | 97% | \$ 305,000.00 | \$ 305,000.00 | \$ 790,000.00 | \$ 790,000.00 |
| 3 | Micropiles | 1 | LS | \$ 210,000.00 | \$ 210,000.00 | \$ 202,500.00 | \$ 202,500.00 | \$ 385,000.00 | \$ 385,000.00 | \$ 160,000.00 | \$ 160,000.00 | \$ 249,166.67 | \$ 249,166.67 | \$ 39,166.67 | 19% | \$ 160,000.00 | \$ 160,000.00 | \$ 385,000.00 | \$ 385,000.00 |
| 4 | Tank Anchorage | 1 | LS | \$ 290,000.00 | \$ 290,000.00 | \$ 324,000.00 | \$ 324,000.00 | \$ 325,000.00 | \$ 325,000.00 | \$ 490,000.00 | \$ 490,000.00 | \$ 379,666.67 | \$ 379,666.67 | \$ 89,666.67 | 31% | \$ 324,000.00 | \$ 324,000.00 | \$ 490,000.00 | \$ 490,000.00 |
| 5 | Roof Strengthening | 1 | LS | \$ 215,000.00 | \$ 215,000.00 | \$ 150,000.00 | \$ 150,000.00 | \$ 190,000.00 | \$ 190,000.00 | \$ 200,000.00 | \$ 200,000.00 | \$ 180,000.00 | \$ 180,000.00 | \$ (35,000.00) | -16% | \$ 150,000.00 | \$ 150,000.00 | \$ 200,000.00 | \$ 200,000.00 |
| 6 | Shell Manway Strengthening | 1 | LS | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 14,000.00 | \$ 13,000.00 | \$ 13,000.00 | \$ 18,000.00 | \$ 18,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 1,000.00 | 7% | \$ 13,000.00 | \$ 13,000.00 | \$ 18,000.00 | \$ 18,000.00 |
| 7 | Column Strengthening | 1 | LS | \$ 7,000.00 | \$ 7,000.00 | \$ 37,000.00 | \$ 37,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 7,000.00 | \$ 7,000.00 | \$ 18,000.00 | \$ 18,000.00 | \$ 11,000.00 | 157% | \$ 7,000.00 | \$ 7,000.00 | \$ 37,000.00 | \$ 37,000.00 |
| 8 | Flush Cleanout | 1 | LS | \$ 14,000.00 | \$ 14,000.00 | \$ 20,000.00 | \$ 20,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 31,000.00 | \$ 31,000.00 | \$ 30,333.33 | \$ 30,333.33 | \$ 16,333.33 | 117% | \$ 20,000.00 | \$ 20,000.00 | \$ 40,000.00 | \$ 40,000.00 |
| 9 | Seal Tank Vents | 1 | LS | \$ 27,000.00 | \$ 27,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 23,000.00 | \$ 23,000.00 | \$ 24,333.33 | \$ 24,333.33 | \$ (2,666.67) | -10% | \$ 10,000.00 | \$ 10,000.00 | \$ 40,000.00 | \$ 40,000.00 |
| 10 | Sump Drain Modification | 1 | LS | \$ 20,000.00 | \$ 20,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 24,000.00 | \$ 24,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 14,666.67 | \$ 14,666.67 | \$ (5,333.33) | -27% | \$ 5,000.00 | \$ 5,000.00 | \$ 24,000.00 | \$ 24,000.00 |
| 11 | Overflow Relocation | 1 | LS | \$ 27,000.00 | \$ 27,000.00 | \$ 55,000.00 | \$ 55,000.00 | \$ 28,000.00 | \$ 28,000.00 | \$ 60,000.00 | \$ 60,000.00 | \$ 47,666.67 | \$ 47,666.67 | \$ 20,666.67 | 77% | \$ 28,000.00 | \$ 28,000.00 | \$ 60,000.00 | \$ 60,000.00 |
| 12 | Tank Roof Vents | 1 | LS | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 16,000.00 | \$ 16,000.00 | \$ 115,000.00 | \$ 115,000.00 | \$ 53,666.67 | \$ 53,666.67 | \$ 23,666.67 | 79% | \$ 16,000.00 | \$ 16,000.00 | \$ 115,000.00 | \$ 115,000.00 |
| 13 | Pipe Modifications | 1 | LS | \$ 20,000.00 | \$ 20,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 3,800.00 | \$ 3,800.00 | \$ 27,933.33 | \$ 27,933.33 | \$ 7,933.33 | 40% | \$ 3,800.00 | \$ 3,800.00 | \$ 40,000.00 | \$ 40,000.00 |
| 14 | Tank Level Assembly | 1 | LS | \$ 2,000.00 | \$ 2,000.00 | \$ 17,000.00 | \$ 17,000.00 | \$ 7,000.00 | \$ 7,000.00 | \$ 11,000.00 | \$ 11,000.00 | \$ 11,666.67 | \$ 11,666.67 | \$ 9,666.67 | 483% | \$ 7,000.00 | \$ 7,000.00 | \$ 17,000.00 | \$ 17,000.00 |
| 15 | Tank Mechanical Repairs | 10 | DAY | \$ 3,500.00 | \$ 35,000.00 | \$ 3,000.00 | \$ 30,000.00 | \$ 6,000.00 | \$ 60,000.00 | \$ 1,800.00 | \$ 18,000.00 | \$ 3,600.00 | \$ 36,000.00 | \$ 1,000.00 | 3% | \$ 1,800.00 | \$ 18,000.00 | \$ 6,000.00 | \$ 60,000.00 |
| 16 | Interior Coating | 1 | LS | \$ 1,200,000.00 | \$ 1,200,000.00 | \$ 759,000.00 | \$ 759,000.00 | \$ 650,000.00 | \$ 650,000.00 | \$ 1,021,469.00 | \$ 1,021,469.00 | \$ 810,156.33 | \$ 810,156.33 | \$ (389,843.67) | -32% | \$ 650,000.00 | \$ 650,000.00 | \$ 1,021,469.00 | \$ 1,021,469.00 |
| 17 | Exterior Coating | 1 | LS | \$ 20,000.00 | \$ 20,000.00 | \$ 53,694.00 | \$ 53,694.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 253,000.00 | \$ 253,000.00 | \$ 118,898.00 | \$ 118,898.00 | \$ 98,898.00 | 494% | \$ 50,000.00 | \$ 50,000.00 | \$ 253,000.00 | \$ 253,000.00 |
| 18 | Aggregate Base | 20 | CY | \$ 400.00 | \$ 8,000.00 | \$ 350.00 | \$ 7,000.00 | \$ 2,000.00 | \$ 40,000.00 | \$ 335.00 | \$ 6,700.00 | \$ 895.00 | \$ 17,900.00 | \$ 9,900.00 | 124% | \$ 335.00 | \$ 6,700.00 | \$ 2,000.00 | \$ 40,000.00 |
| 19 | Asphalt Concrete | 12 | TON | \$ 1,000.00 | \$ 12,000.00 | \$ 700.00 | \$ 8,400.00 | \$ 2,900.00 | \$ 34,800.00 | \$ 1,300.00 | \$ 15,600.00 | \$ 1,633.33 | \$ 19,600.00 | \$ 7,600.00 | 63% | \$ 700.00 | \$ 8,400.00 | \$ 2,900.00 | \$ 34,800.00 |
| 20 | Site Restoration | 1 | LS | \$ 20,000.00 | \$ 20,000.00 | \$ 17,000.00 | \$ 17,000.00 | \$ 60,000.00 | \$ 60,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 27,333.33 | \$ 27,333.33 | \$ 7,333.33 | 37% | \$ 5,000.00 | \$ 5,000.00 | \$ 60,000.00 | \$ 60,000.00 |
| 21 | Storm Water Pollution Control | 1 | LS | \$ 5,000.00 | \$ 5,000.00 | \$ 24,000.00 | \$ 24,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 21,000.00 | \$ 21,000.00 | \$ 20,000.00 | \$ 20,000.00 | \$ 15,000.00 | 300% | \$ 15,000.00 | \$ 15,000.00 | \$ 24,000.00 | \$ 24,000.00 |
| 22 | Potholing | 8 | EA | \$ 1,500.00 | \$ 12,000.00 | \$ 500.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 32,000.00 | \$ 850.00 | \$ 6,800.00 | \$ 1,783.33 | \$ 14,266.67 | \$ 2,266.67 | 19% | \$ 500.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 32,000.00 |
| 23 | Shoring | 1 | LS | \$ 20,000.00 | \$ 20,000.00 | \$ 50,000.00 | \$ 50,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 45,000.00 | \$ 45,000.00 | \$ 35,000.00 | \$ 35,000.00 | \$ 15,000.00 | 75% | \$ 10,000.00 | \$ 10,000.00 | \$ 50,000.00 | \$ 50,000.00 |
| TOTAL | | | | | \$ 2,613,000.00 | | \$ 2,417,594.00 | | \$ 2,899,800.00 | | \$ 2,966,369.00 | | \$ 2,761,254.33 | \$ 148,254.33 | 6% | | \$ 1,885,900.00 | | \$ 3,976,269.00 |

BID-CHECKLIST
Skyline Tank No. 3 Structural Retrofit
Westborough Water District
Bid Opening 4/15/25

| Item No. | Item | Euro Style Management | Disney Construction | Valentine Corporation |
|----------|--|-----------------------|---------------------|-----------------------|
| 1 | Proposal Execution (B-7 thru B-12) | X | --- | X |
| 2 | Addendum No. 1 Acknowledgement (B-9) with attachment | X | X | X |
| 3 | Addendum No. 2 Acknowledgement (B-9) with attachment | X | X | X |
| 4 | Addendum No. 3 Acknowledgement (B-9) with attachment | X | X | X |
| 5 | Bid Schedule (B-15) | X | X | X |
| 6 | List of Subcontractors (B-15) | X | X | X |
| 7 | Non-Collusion Declaration (B-19) | X | X | X |
| 8 | Bidders Bond (B-21) or Bid Security Form (B-23) | X | X | X |
| 9 | Statement of Qualifications (B-25 thru B -37) | X | X | X |
| 9 | License Checks? DIR and CSLB | X | X | X |
| 10 | QP-1 Certs? | X | --- | X |

| | | | |
|----------------------------|-----------------------|-----------------------|-----------------------|
| Total Bid Price | \$2,417,594.00 | \$2,899,800.00 | \$2,966,369.00 |
| Ascending Order # | 1 | 2 | 3 |
| Engineer's Estimate | \$2,613,000.00 | | |

RESOLUTION NO. 686

**AWARD OF CONTRACT
FOR THE SKYLINE TANK NO. 3 STRUCTURAL RETROFIT
TO EURO STYLE MANAGEMENT
FOR A TOTAL COST OF \$2,417,594**

WESTBOROUGH WATER DISTRICT

WHEREAS, the Westborough Water District (District) solicited competitive bids for the construction of the Skyline Tank No. 3 Structural Retrofit (Project), which will structurally retrofit the District's 1.88 MG welded steel domestic potable water tank to meet current seismic requirements for an essential service facility; and

WHEREAS, in response to the District's solicitation, three firms submitted bids; and

WHEREAS, staff and the District Engineer have reviewed the bids; and

WHEREAS, the General Manager recommends the contract be awarded to the lowest responsive and responsible bidder, Euro Style Management, for the Project, whose bid in the considered opinion of staff meets the requirements of the specification documents.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Westborough Water District hereby:

1. Awards a contract for the Skyline Tank No. 3 Structural Retrofit to Euro Style Management for a total cost of \$2,417,594, and
2. Authorizes the General Manager, or designee, to execute a contract on behalf of the District with Euro Style Management in full conformity with the terms and conditions of the solicitation documents.

PASSED AND ADOPTED this 8th day of May, 2025, by the following votes:

AYES:

NOES:

ABSENT:

President, Board of Directors
Westborough Water District

ATTEST:

Secretary of the District



CALCON SYSTEMS INC.
12919 Alcosta Blvd Ste 9
San Ramon CA 94583
www.calcon.com

Quotation
Quote ID: 9bac3d57
Date 4/7/2025

To
Westborough Water District
P.O. Box 2747, South San Francisco, CA 94083

Ship To

ATTN
Patricia Mairena
General Manager
pmairena@westboroughwater.org
[650-589-1435](tel:650-589-1435)

Subject
Westborough Lift Station Controls and VFD Upgrades

Description

Per the customers request, Calcon Systems is pleased to present a quotation to upgrade the existing controls system and VFDs at the Westborough Lift Station. This upgrade will be designed to work with the new Daly City SCADA System.

- Design, Engineering and Project Management
- New Floor Standing Control Panel with Touchscreen
- (3) 75hp Heavy Duty VFDs with Floor Standing Cabinets
- Panel Shop Labor
 - Drawings
 - Control Panel Build
 - VFD Cabinet Builds
- Onsite Installations
 - Electrical Conduits from MCC to Control Panel and VFDs
 - Wiring and Terminations from MCC to Control Panel and VFDs
- PLC & HMI Programming
- New controls to communicate with existing HSQ SCADA system
- Rewiring of all the station I/O to the new PLC.
- Installation of new Radar Level Transmitter.

- Start-up and Testing of New PLC, VFDs & Touchscreen.
- Testing of alarms & communications to SCADA System.

Quote Items

| Item | Description | Price Ea | Quantity | Subtotal |
|------|--|-------------|----------|--------------|
| 1 | Control Panel and Controls Installations | \$94,365.00 | 1 | \$94,365.00 |
| 3 | VFD Cabinets for Pumps 1-3 <i>(3) VFD 75 HP Heavy Duty ABB variable frequency drives, 480VAC.</i> <ul style="list-style-type: none"> • 480V Main Circuit Breaker • Control wiring, pilot devices • Floor-mount enclosure • Cooling fans and filtration • Relays, terminal blocks, wire. • Includes extended warranty for ABB drives • MCC Bucket Modifications • Installations • Conduit and Wire Installations to each VFD <ul style="list-style-type: none"> • Power Conduit and Wire to the VFD • Motor Conduit and Wire to MCC • Control Conduit and Wiring to MCC | \$62,750.00 | 3 | \$188,250.00 |

Total: **\$282,615.00**

Terms

Net-30 Days

This quote is valid for 30 days unless otherwise noted above.

Quote ID: 9bac3d57

Version: 1

Created: 4/7/2025 3:22:24 PM

For questions please contact:

bpowell@calcon.com

bpowell@calcon.com

[925-570-4323](tel:925-570-4323)

Submit PO to
 CALCON SYSTEMS INC.
 12919 Alcosta Blvd Ste 9
 San Ramon CA 94583
 Phone (925) 277-0665
www.calcon.com
 Lic. C-10 #508284



CALCON SYSTEMS INC.
12919 Alcosta Blvd Ste 9
San Ramon CA 94583
www.calcon.com

Quotation
Quote ID: 26ba9b06
Date 4/7/2025

To
Westborough Water District
P.O. Box 2747, South San Francisco, CA 94083

Ship To

ATTN
Patricia Mairena
General Manager
pmairena@westboroughwater.org
[650-589-1435](tel:650-589-1435)

Subject
Westborough Lift Station Telemetry & SCADA Upgrade

Description
This quotation is being provided per the customers request. This quotation is for the following...

- Site Testing for new cellular modem
- Station Cellular Modem, Antenna, and Antenna Mast.
- Onsite Installations
- PLC and SCADA System programming to add the station to Daly City's SCADA System.
- Testing Alarming and Signals

Quote Items

| Item | Description | Price Ea | Quantity | Subtotal |
|------|--|-------------|----------|-------------|
| 1 | Lump Sum <i>Shipping and Sales Tax Included</i> | \$18,250.00 | 1 | \$18,250.00 |

Total: **\$18,250.00**

Terms
Net-30 Days
This quote is valid for 30 days unless otherwise noted above.

Quote ID: 26ba9b06
Version: 1
Created: 4/7/2025 3:22:17 PM

For questions please contact:
Branden Powell
bpowell@calcon.com
[925-570-4323](tel:925-570-4323)

Submit PO to
CALCON SYSTEMS INC.
12919 Alcosta Blvd Ste 9
San Ramon CA 94583
Phone (925) 277-0665
www.calcon.com
Lic. C-10 #508284